



# Example of Culinary Specialist Job Description

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Our company is looking for a culinary specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for culinary specialist

- Reviews daily production and caterings and plans day to effectively complete all tasks on any given day
- Prioritizes all duties per shift
- Communicates with supervisor for any special needs, plans and any product or material needs
- Maintains temperature logs for all coolers and freezers in production and catering areas
- Prepares boxed lunches, fruit trays, vegetable trays, cheese and sausage trays, sandwich trays, and any other catering specific menu items
- Assists in the development of food items that fit our quality and cost standards
- Works collaboratively and cross-functionally with all the foodservice and beverage teams to ensure quality control
- Works closely with the foodservice and beverage teams to ensure the organization develops innovative and appealing food and beverage offerings
- Implements execution plan for product testing
- Conducts product yield, shelf life and hold time tests

## Qualifications for culinary specialist

- Must be able to work with minimal supervision collaboratively with a team
- Must proficient in Microsoft Office applications

- Must demonstrate willingness to attain/maintain Certified Professional in Supply Management (CPSM) certification through the Institute for Supply Management (ISM)
- Must have strong analytical skills with the ability to understand Cost of Sales and forecasting processes
- Professional certification, such as CPSM or CPM preferred