

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Nutrition Services, Central Kitchen Manager

BASIC FUNCTION:

Under general supervision of Supervisor, Nutrition Services, to plan, organize, coordinate and lead a large secondary school food service or central kitchen operation; to plan, organize, coordinate, requisition, receive and store foodstuffs, materials and supplies; to assist in or prepare reports concerning the cafeteria functions and activities; and to do other related work as required.

ESSENTIAL DUTIES:

- Plans, organizes, coordinates and leads food service personnel in the cooking, baking and serving of foods in a cafeteria and fast food service setting.
- Reviews, inspects and tastes foods to determine quality, appearance and edibility.
- Implements and maintains quality and portion control procedures.
- Organizes and prepares hot and cold foods in batch amounts for delivery to other food service units.
- Inspects and reviews the food preparation and serving areas to ensure that appropriate cleanliness and sanitation standards are maintained.
- Estimates, requisitions and orders appropriate quantities of foodstuffs, supplies and materials.
- Receives, inspects, organizes and leads in preparation of foodstuffs, establishes a systematized procedure for the use of foodstuffs, supplies and materials to ensure adherence to appropriate shelf life standards.
- Assists in the orientation and in-service training of food service personnel.
- Establishes and maintains a variety of operational records, and prepares reports and summaries as required.
- Operates standard industrial food service equipment such as cooking and baking equipment, warming ovens and food carts;
- Utilize a computer and assigned software as required.
- Communicates with students and staff to exchange information.

OTHER REPRESENTATIVE DUTIES:

- Participates in the selection food service personnel.
- Provides technical input into the performance evaluation of food service personnel.
- Performs operational analyses and recommends function improvements.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, methods, procedures, and techniques of preparing, cooking, baking and serving food in large quantities.
- Standard food service terminology, appliances and equipment.
- Sanitation, safety practices and procedures.
- Menu planning, cost determination, nutrition, and type A lunch and breakfast program requirements.
- Methods and operational procedures pertaining to the requisitioning, receiving, and storing of foodstuffs, supplies and materials.

- Basic mathematical calculation processes, record keeping, money handling and banking procedures.
- Nutrition, dietary requirements and alternative food sources.
- Personnel motivation, planning and organization techniques.

Ability to:

- Effectively lead food service personnel in the cooking, baking and serving of nutritionally sound and attractive foods.
- Determine and recommend alternative food substitutes.
- Adhere to type A lunch and breakfast program requirements.
- Perform basic mathematical calculations with speed and accuracy;
- Maintain complete and accurate inventory control and other operational records.
- Understand and carry out oral and written directions, including use of nutrition service terminology.
- Establish and maintain cooperative working relationships.
- Lift and transport foodstuffs, materials, and supplies.
- Lead and coordinate the work of others.

MINIMUM QUALIFICATIONS:

Experience:

Three years of increasingly responsible experience in quantity food preparation, and food service facility maintenance, including fast food operations in a commercial, institutional or school food service facility, and at least two years in a lead capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training, or coursework in nutrition, dietetics, menu planning, quantity food preparation methods and procedures, or closely related areas.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance, including hair covering
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation
- Willingness to provide appropriate direction to other nutrition services staff

WORKING CONDITIONS:

Environment:

- Indoor school kitchen/cafeteria environment.
- Subject to heat from ovens and cold from freezers.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to frequently lift and move up to 30 pounds, occasionally lift and move up to 50 pounds, and occasionally lift more than 50 pounds with assistance.
- Ability to repetitively twist, tolerate pressure involving wrists/hands, repetitively use hand, arm, and shoulder.
- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Seeing to monitor food quality and quantity.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office and computer equipment.
- Ability to operate a variety of industrial food service equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.
- Ability to support and mentor other nutrition services staff

Hazards:

- Heat from ovens.
- Exposure to hot foods, equipment, and metal objects.
- Working around knives, slicers and other sharp objects.
- Exposure to cleaning chemicals and fumes.