



Central Kitchen Supervisor

JOB SUMMARY:

Under general supervision of the Director of Food and Nutrition Services Department and in collaboration with the Operations Supervisor, the Central Kitchen Supervisor manages, coordinates and plans the daily activities of food service staff at the Central Kitchen engaged in preparing, receiving, and cooking food; creates and implements food recipes for all meal programs; oversees the scheduling and preparation of all food products at the Central Kitchen to ensure adherence to quality standards and recipes, and assists with its distribution to sites in hot or cold holding carts; oversees and schedules cleaning and maintenance of Central Kitchen utensils, equipment and facility to insure a high sanitation standard; places all work orders for repairs at Central Kitchen; performs other related duties as assigned; ensures the large-scale production, preparation and distribution of food to be sold and served to the students, staff and those pursuant to Education Code 38082 during meal service periods. Assists the Director of Food and Nutrition Services Department in the overall management of the Central Kitchen.

CLASS CHARACTERISTICS:

The incumbent is responsible for establishing and monitoring daily production schedules, recipe adherence, and providing work direction to assigned staff to meet predetermined food completion and quantity levels.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Assist the Director of Food and Nutrition Services and Operations Supervisor in the planning, organizing, and coordinating activities of the district's Central Kitchen;
- Schedule and coordinate production to meet Central Kitchen requirements;
- Safely operate a variety of commercial type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors;
- Make calculations and adjust recipes to produce required daily quantity of food;
- Participate in the preparation of large quantities of food products for transportation to school site kitchens or for catered events;
- Report all job-related concerns to the Director of Food and Nutrition Services;
- Operate a personal computer, email applications and applicable software, including food service specific software;
- Monitor and record time and temperature to ensure safe food handling per standard operating procedures and food safety guidelines;
- Evaluate, supervise and counsel members of the Central Kitchen staff to improve employee performance ensuring staff adhere to District, State and Federal professional standards;

- Prepare and maintain a variety of reports, records and files related to assigned activities and personnel;
- Oversee the ordering of appropriate quantities of foods, supplies and materials and conduct periodic inventories;
- Collaborate with the District's communications office to promote nutrition services;
- Develop and implement recipes for student meals while ensuring compliance with student dietary needs and with all local, state and federal guidelines and regulations;
- Evaluate effectiveness of equipment utilization, workload, and menu planning; suggest improvements in food preparation methods, personnel assignments, practices, procedures, and planning as appropriate;
- Provide training and assistance to Central Kitchen Lead and Cook;
- Establish and maintain effective relationships with teachers, administrators, staff, and vendors;
- Oversee and prepare various food items for the Food and Nutrition Services Department, assuring proper and sufficient food items are available when needed;
- Assist the Operations Supervisor in the daily placement of substitutes as needed to ensure coverage at the Central Kitchen.

Other Related Duties:

- Conduct tours of the District's Central Kitchen that highlight nutrition education;
- Develop recipes;
- Taste foods to ensure freshness and palatability;
- Assist in planning and organizing food preparation for special events as necessary.

SUPERVISION:

General supervision is received from the Director of Food and Nutrition Services.

Provides daily leadership and/or guidance and direction to assigned Food and Nutrition Services staff. Supervises and evaluates the performance of the Food and Nutrition Service staff at the Central Kitchen.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and methods of large quantity food cooking, baking, serving and storing;
- Operation, care, and maintenance of commercial kitchen equipment and utensils, i.e. mixers, slicers, steamers, blast chillers, packaging equipment, kettles, various ovens, etc.;
- Current law and regulations relative to National School Lunch Program, School Breakfast Program, Afterschool Child and Adult Care Food Program (CACFP) Supper program, and Summer Meal Programs;
- Sanitary, safe, and efficient food preparation and handling techniques and procedures;
- Nutrition and dietary requirements and alternative food sources;
- Controlling food costs, using appropriate inventory and portion control procedures and techniques;
- English usage including grammar, spelling and punctuation;
- Basic mathematics including addition, subtraction, multiplication and division in all units of measure;
- Basic recordkeeping techniques;
- Basic principles of work safety and personal hygiene;
- Principles of leadership, training, and providing work direction to others.

Ability to:

- Supervise, train and evaluate effectively, as well as establish and maintain effective interpersonal relationships with district administrators, other employees, and vendors;
- Effectively organize, coordinate, schedule and operate a large, efficient and cost-effective food preparation program;
- Produce a wide variety of uniform, high-quality cooked foods and baked goods in large quantities;
- Lead and provide direction/training on methods and procedures to Food and Nutrition Services staff;
- Create standardized recipes, making appropriate calculations and adjustments as necessary;
- Plan and organize work efficiently to ensure effective operations and meet schedules and time lines;
- Operate commercial kitchen equipment, appliances and utensils common in the District's Central Kitchen;
- Analyze and devise efficient and effective food service production methods and techniques;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;
- Operate a personal computer, email, internet computer applications, and applicable Food Service point of sale (POS) and related software;
- Operate a motor vehicle in a safe manner;
- Understand and carry out oral and written instructions;
- Communicate effectively with students, staff, and community;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:**Education:**

- High school diploma or equivalent.
- Completion of college level coursework in dietetics, institutional food management, quantity food preparation, food and nutrition or closely related area is desirable.

Experience:

- Any combination equivalent to three (3) years of supervisory or lead experience performing volume food preparation, baking and cooking of a variety of menu items in either a large commercial food service central kitchen operation or a large institutional kitchen, is required.
- Experience in preparing food for, and coordinating catered events is highly desirable.
- Experience in developing recipes is desirable.
- Recent experience and training in an agency operation under the National School Lunch Program is highly desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License is required.
- Possession of a valid Food Safety Manager Certificate is required.
- Registered Dietician Certificate is preferred.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in an industrial kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses large commercial kitchen equipment including hot ovens, refrigerator freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm’s reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range M51

Classified Management Salary Schedule

New classification approved by Personnel Commission 12/9/21