

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: CENTRAL KITCHEN SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize and direct the activities and operations of an assigned central kitchen facility; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the activities and operations of an assigned central kitchen; participate in the development and implementation of departmental policies and procedures.

Oversee the preparation, cooking, portioning, and packaging of foods for various sites; participate in preparation as needed; oversee the serving of meals to students, teachers and other staff; assist with development of menus and nutrition analysis as required.

Coordinate food item distribution; assist in preparing delivery schedules and routes; monitor food supply inventories; prepare requisitions and assure availability of menu items; coordinate with serving kitchens and sites to resolve distribution problems or concerns.

Analyze and compare food usage data from school units with available historical data.

Assure accuracy of daily cash receipts; count money; prepare bank deposits; prepare and review daily report of meals served.

Assure that proper food production methods are utilized; assure proper cleanliness, sanitation, and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations; assure compliance with program rules, regulations, policies and procedures.

Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, and verify and accept delivery of food and supplies; utilize proper methods of storing foods; plan for new equipment for central kitchen and satellite sites.

Assure that site staff is proficient in receiving, storing, and documenting foods and supplies delivered to the sites.

Prepare and maintain a variety of reports and records including inventory, requisitions, billings, deposits, daily reports, meal planning work sheets, and transport records.

Utilize automated record keeping software and computer terminals to monitor and maintain records and generate reports.

Operate a variety of equipment and machines used in a school cafeteria and central kitchen; drive a vehicle to conduct work.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Attend a variety of meetings, workshops, seminars and conferences pertaining to assigned functions as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

National School Lunch Program guidelines.

Breakfast and offer versus serve procedures.

Operations of a school cafeteria and central kitchen facility.

Principles and methods of quantity food service ordering, receiving, preparation, serving and storage.

Central kitchen equipment, utensils and measurements.

Methods of computing food quantities required by weekly or monthly menus.

Sanitation and safety practices related to transporting and serving food.

Methods employed in the use, cleaning, sanitation and maintenance of production kitchen and cafeteria equipment.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, and coordinate food service operations at an assigned central kitchen facility and middle school.

Estimate food quantities and requisition proper amounts for economical food service.

Operate central kitchen and cafeteria equipment and appliances including a computer terminal.

Add, subtract, multiply and divide quickly and accurately.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college-level coursework in foods and nutrition, culinary arts, general education or related field is desired.

Experience: Five years of increasingly responsible experience in the preparation, cooking and serving of food in large quantities, including one year of experience in a lead capacity.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid food safety management certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Central kitchen food service environment.
Subject to heat from ovens and kettles; cold from walk-in refrigerators and freezers.
Driving a vehicle to conduct work and site visitations.

PHYSICAL ABILITIES:

Lifting, carrying, pushing, or pulling moderately heavy objects.
Standing and walking for extended periods of time.
Dexterity of hands and fingers to operate kitchen equipment and a computer keyboard.
Hearing and speaking to exchange information.
Carrying, pushing or pulling food trays, carts, materials and supplies.
Reaching overhead, above the shoulders and horizontally.
Seeing to assure proper quantities of food.
Bending at the waist.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.

HAZARDS:

Exposure to very hot foods, equipment and metal objects.
Exposure to sharp knives, slicers and choppers.