

**FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL
RANGE M06**

FOOD PRODUCTION MANAGER

JOB SUMMARY

Under general supervision, plans, coordinates, manages and supervises food and/or meal production, preparation and distribution from the Nutrition Center to school sites, and the day-to-day staffing of the Nutrition Services operation.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other management classifications in that the incumbent is required to plan, coordinate and supervise the production, preparation and distribution of food and meals to sites, and the day-to-day staffing of the Nutrition Services operation. The Supervisor of Nutrition Services, on the other hand, is responsible for planning, coordinating and supervising the operation of Nutrition Services and for preparing District-wide, cost-effective school menus with nutritionally balanced, quality meals for students. The Director of Nutrition Services plans and directs district-wide food services in schools and facilities and acts as a liaison with school principals, the community and administrative personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, manages, reviews and supervises the activities of Nutrition Center staff (e.g., preparing food, serving meals, scheduling deliveries and catering) and the day-to-day staffing for Nutrition Services operation (i.e., the Nutrition Center, school sites and related events);
- Plans, coordinates and supervises the scheduling and preparation of all food and/or meal products at the Nutrition Center to ensure adherence to quality standards, recipes and safety procedures and guidelines;
- Inspects food products for quality, attractiveness and overall acceptability as it relates to food and nutrition standards and guidelines, and compliance to health and sanitation regulations;
- Coordinates and supervises the distribution of all food products and meals, and the preparation of daily food production and transportation records for quantity of food needed at each school site;
- Estimates, plans, adjusts and reviews daily production based on records, history and meal counts from schools;
- Plans and coordinates orders as it relates to Nutrition Services' food operation, production and distribution;
- Supervises, manages, evaluates, and provides directions to staff on job performance;
- Conducts on-the-job trainings for employees on various topics (e.g., safety, sanitation practices, and equipment operation and usage);
- Evaluates and recommends processes and procedures related to food production, preparation and distribution;
- Coordinates and supervises the cleaning and maintenance of the Nutrition Center's facility, equipment and utensils to ensure that sanitation standards are met;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required. Verifiable formal coursework or training (i.e., vocational or college) in food service operation and management, or a related field, is preferred.

Experience: Five (5) years of experience in school and/or institutional food and nutrition services setting (e.g., districts, hotels, hospitals, restaurants), including at least one (1) year in a lead or supervisory capacity, is required.

Knowledge of:

- Methods, principals and practices of large-scale nutrition service preparation, distribution, operation, management, and serving;
- Proper usage, handling and care of institutional kitchen equipment and utensils;
- Applicable federal, state and local laws, regulations, policies, procedures and codes as it relates to food and nutrition service operation, preparation and distribution for school-aged students;
- Methods, principles and practices of daily food production forecasting;
- Processes and procedures related to planning, ordering, receiving, storing and inventory of food and supplies;
- Methods, principles, practices and techniques of personnel management, supervision, training and job performance evaluations;
- Principles and practices of food and nutrition services sanitation, health and safety, and Hazard Analysis & Critical Control Point (HACCP) Food Safety System;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations and rules of workplace safety;
- Principles, practices and techniques of customer service;
- Methods, practices and techniques of fact finding and problem solving;
- Principles, practices and techniques of researching, report writing and record keeping;
- Applicable computer software applications and programs including Microsoft Office Suite.

Ability to:

- Effectively plan, coordinate, lead and supervise the day-to-day production, preparation and distribution of food and/or meals from the Nutrition Center to school sites;
- Ensure that staff follows planned menus and standardized recipes;
- Inspect the preparation, serving and distribution of food to assure compliance with food and nutrition standards, and health and sanitation regulations;
- Understand and adhere to applicable laws, regulations, policies and procedures as it relates to the operation and distribution of food and nutrition services for school-aged children;
- Stay up-to-date on law and regulation changes related to nutrition services;
- Read and understand reports and directives;
- Effectively manage and adjust to change;
- Analyze, control and improve work processes and workflow;
- Effectively plan, coordinate and supervise projects and work activities to meet timelines;
- Exercise discretion and judgment in choosing appropriate courses of action;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Gather, read, analyze and evaluate data and information for recommendations and/or making decisions to resolves issues;
- Accurately attend to detailed work;
- Accurately maintain, track and prepare records and reports;
- Accurately and effectively make mathematical computations, conversions and adjustments related to food production and preparation;
- Establish and maintain cooperative, professional relationships with others;
- Effectively provide direction, train, supervise, evaluate and manage personnel;
- Effectively lead, evaluate and manage job performance of staff;
- Take initiative;

- Effectively handle and respond to changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Anticipate the needs of customers and provide excellent customer service;
- Diplomatically handle conflicts and improve interpersonally strained situations;
- Maintain, enforce and evaluate workplace safety, processes and procedures;
- Handle all types of food and ingredients;
- Communicate clearly and effectively, both orally and in writing;
- Operate a variety of office equipment and utilize various computer software applications and programs for the preparation of correspondence and reports, etc.;
- Establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.

Special information:

- The safe operation of a District vehicle is required.
- All applicants will be required to submit a recent (less than one month old from the recruitment closing date) DMV printout (H-6) showing their driving records for the past 10 year.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position.

Work Environment: The incumbent works in an office environment, both indoor and outdoor schools and venues, and also in an indoor kitchen environment that is exposed to heat from ovens, hot foods, steamers, cleaning chemicals, fumes, equipment and metal objects. The incumbent may also work around knives, dicers, mixers, slicers and other sharp objects, and will be required to drive a District vehicle to and from school sites and/or Nutrition Center in all types of weather. Work surfaces may be slippery. This position has direct contact with the public and other employees in-person and through telephone, electronic mail, and other written communications, requiring the ability to effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from these contacts can create stressful situations that are a regular part of the work environment. The noise level in the work environment is usually loud depending on specific work site and/or equipment operation.

Physical Environment: Primary functions of the position require physical ability and mobility to work in an office setting in addition to a large kitchen setting as follows: to regularly stand, walk and sit for extended periods of time; to occasionally twist at the neck and trunk; to seldomly bend at the waist and stoop, kneel, crouch or crawl; to regularly reach with hands and arms, reach overhead, above shoulders and horizontally, and use hands to handle objects and tools; to seldomly operate nutrition service equipment; to independently and regularly lift and/or move up to 50 pounds without assistance; to see, with or without correction, within normal visual range in addition to possessing specific visual abilities required by this job include close vision, color vision, peripheral vision and

depth perception; to monitor food quality and quantity; to hear within the normal audio range with or without correction. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid Class C driver's license and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District's Pull Notice program is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Food Production Manager Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	11/5/18