JOB DESCRIPTION

JOB TITLE: Site Kitchen Supervisor

Job Family: Food Services

Range: 34

Job Purpose Statement/s: The job of "Site Kitchen Supervisor" is done for the purpose/s of planning, organizing, supervising and coordinating the activities and operations of school snack bar/speed line food service unit(s); participate and oversee the cooking, preparation, storage, sales and serving of a variety of foods.

Essential Job Functions:

* **Organizes**, supervises and coordinates the activities and operations of a snack bar/speed line food service unit(s).
* **Supervises** and directs the preparation, sales, serving and storage of meals/foodstuffs.
* **Participates** in the cooking and preparation of food as needed.
* **Trains,** assigns, supervises and assists in evaluating the work of subordinate personnel.
* **Orders**, receives and stores needed food items, equipment and supplies.
* **Ensures** that all necessary equipment, food and supplies are available for daily operation of food service unit(s).
* **Supervises** and participates in the daily collection, counting and proper recording of money collected.
* **Reviews**, maintains and prepares necessary records and reports including daily and monthly inventories, production sheets, cost of operations, food counts, food consumption logs, etc.
* **Plans** menus and determines food items to be used for meals and snack items following well established guidelines.
* **Monitors** and maintains the safe operation and condition of all good preparation/serving equipment and machines.
* **Maintains** sanitary and orderly food preparation, serving and storage areas and facilities.
* **Computes** and estimates the proper food quantities, supplies and other resources needed for efficient food service operations.
* **Organizes** and provides special food services for special functions upon request.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Four (4) years of prior job related experience in preparation of large quantities of food, one of which is in food service supervision.
* **Skills, Knowledge and/or Abilities Required:**

  Skills to cook and bake large quantities of food items; perform basic arithmetic calculations; operate and maintain institutional kitchen equipment; adjust recipes to various quantity demands, use standard office equipment.

Knowledge of modern methods of food preparation, health codes, sanitation principles, and nutritional requirements. Principals and practices of supervision and training.

Abilities to stand for prolonged periods, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, reaching/handling, hearing, near visual acuity/depth perception. Analyze situations and make decisions in procedural matters without immediate supervision. Properly and safely operate and maintain a variety of food preparation equipment such as ovens, ranges, drink dispensers, food warmers, slicers, mixers, etc.

***** **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License.

***** **Other**: Appropriate Food Handler Permit.