

CENTRAL KITCHEN OPERATIONS SUPERVISOR

JOB SUMMARY

Under general direction of the Assistant Director of Nutrition Services, provides full operational leadership and accountability for Central Kitchen production, logistics, compliance, and workforce performance; plans, coordinates, and oversees daily production, evaluates, and continuously improves Central Kitchen systems and operations; supervises, trains, and evaluates Central Kitchen classified staff; ensures compliance with California Retail Food Code (Cal Code), Hazard Analysis and Critical Control Point (HACCP), and United States Department of Agriculture (USDA) standards; and supports recipe development ensures operational execution of standardized and evolving production systems aligned to department goals.

DISTINGUISHING CHARACTERISTICS

The Central Kitchen Operations Supervisor is accountable for full-scale operational leadership of the Central Kitchen as a production, logistics, compliance, and workforce system.

The Central Kitchen Operations Supervisor establishes, implements, and refines applicable standard operating procedures (SOPs), production systems, staffing models, and workflow efficiencies to ensure long-term operational stability and alignment with Nutrition Services goals.

This classification requires a higher level of independent judgment and leadership accountability, including:

- Ownership of operational performance outcomes (efficiency, compliance, quality, service delivery)
- Development and enforcement of systems and procedures, not just execution
- Driving accountability, addressing performance issues, and developing staff capability
- Leading change and stabilizing operations through structured process implementation

SUPERVISION RECEIVED AND EXERCISED

The job incumbent in this classification reports directly to the Assistant Director of Nutrition Services. The job incumbent provides direct supervision, training, and

performance evaluation to Food Production Coordinator Assistant, Central Kitchen classified staff, including the Warehouse Coordinator, Chef, and Transporter.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Directs and oversees daily Central Kitchen operations, ensuring efficiency, safety, sanitation, and compliance with all applicable laws, codes, and regulations.
- Develops and validates production planning tools (e.g., pull sheets) to ensure accurate quantities of food, supplies, and meal components;
- Ensures execution of standardized recipes and approved menu items; implements and communicates necessary production adjustments;
- Monitors food preparation and storage operations to ensure adherence to health, safety, quality, and portion control standards;
- Oversees inventory management, ordering, vendor coordination, and receiving processes to ensure product availability and quality;
- Coordinates with warehouse and transportation staff to ensure efficient loading, delivery, storage, and emergency distribution of products to sites;
- Directs production scheduling, forecasting, and recordkeeping to optimize throughput, minimize waste, and ensure timely distribution;
- Manages operational response to emergency food supply and delivery needs within Central Kitchen scope;
- Ensures a safe work environment by identifying, addressing, and reporting safety, sanitation, and fire hazards;
- Ensures compliance with Cal Code and supports regulatory inspections;
- Conducts quality assurance audits and analyzes production data to ensure compliance and drive improvements;
- Performs site visits to monitor quality, compliance, and alignment with Central Kitchen operations;
- Develops, implements, and continuously improves Central Kitchen policies, procedures, and operational systems;
- Ensures adherence to HACCP protocols, standardized recipes, and regulatory production requirements;
- Coordinates large-scale production testing and evaluates outcomes to inform operational decisions;
- Supports development of training materials related to production and operational practices;
- Leads, supervises, trains, and evaluates staff performance, including addressing performance issues and building staff capacity;
- Prepares and reviews operational reports, records, and compliance documentation;
- Manages staffing plans, scheduling, and substitute coverage to ensure operational continuity;
- Reviews and approves timekeeping and staffing documentation;
- Plans and delivers staff training on food safety, equipment use, sanitation, HACCP, and production practices;

- Oversees preventative maintenance and repair of equipment to ensure safe and efficient operations;
- Oversees production and logistics for special diet meals;
- Manages procurement of operational supplies;
- Evaluates and recommends equipment based on operational needs, safety, and efficiency;
- Provides operational input on procurement and vendor selection based on production experience;
- Supports catering operations and logistics for district events;
- Leads continuous improvement initiatives focused on efficiency, waste reduction, and service quality;
- Evaluates and redesigns workflows to improve operational stability, scalability, and efficiency;
- Establishes performance metrics and holds staff accountable to operational standards;
- Leads implementation of new systems, processes, and operational changes to support department goals;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education:

Bachelor's degree in Food Science, Nutrition, Hospitality, Food Service Management, or a closely related field from an institute of higher learning recognized by the Council for Higher Education Accreditation.

and

Experience:

Five (5) years of increasingly responsible experience in large-scale food and nutrition service operations (e.g., school districts, hospitals, hotels, or restaurants), including at least three (3) years in a supervisory or management role with responsibility for operational oversight, process development, and staff performance management.

Experience in a school nutrition central kitchen or hub-and-spoke production model is highly desirable.

Additional qualifying education may be substituted for up to one (1) year of required experience.

Knowledge of:

- Methods, principles, and practices of large-scale food production and Central Kitchen (cook-chill or cook-serve) operations;

- Principles and practices of food sanitation and safety, and the Hazard Analysis and Critical Control Point (HACCP) Food Safety System;
- The California Retail Food Code (Cal Code) and applicable Health Department regulations;
- Applicable federal and state laws, regulations, policies, and procedures related to the National School Lunch, School Breakfast, Child and Adult Care Feeding, and Summer Meal programs as they pertain to production, recordkeeping, and food safety;
- Principles of production forecasting, scheduling, inventory management, and distribution logistics;
- Scratch cooking production methods, standardized recipe execution, and recipe scaling for institutional volumes;
- Principles and practices of personnel management, supervision, training, and performance evaluation;
- Collective bargaining agreement compliance practices, particularly related to seniority, extra-hours offering protocols, substitute assignments, and out-of-class assignments under the California School Employees Association (CSEA) contract;
- Uses and proper handling and care of institutional kitchen and warehouse equipment, utensils, and appliances;
- Principles and practices of quality assurance, continuous process improvement, and operational auditing;
- Processes and procedures involved in ordering, receiving, storing, and inventory of food, paper, and supplies;
- Principles, practices, and techniques of recordkeeping;
- Principles and practices of customer service;
- Uses of computer software programs and related applications, such as production and inventory management systems, point-of-sale systems, Google Drive, and Microsoft Office Suite.

Ability to:

- Effectively plan, organize, and oversee Central Kitchen production, logistics, and dispatch to meet daily meal counts and service standards;
- Supervise, train, evaluate, and manage the performance of Central Kitchen classified staff, including managing poor job performance;
- Conduct Cal Code and HACCP inspections and internal quality audits; identify, document, and resolve food safety, sanitation, and operational issues;
- Develop, implement, and update operational SOPs and training materials;
- Execute scratch cooking production plans in coordination with the Assistant Director and Chef, including scaling standardized recipes to institutional production volumes;
- Interpret and apply CSEA contract provisions relevant to Central Kitchen staffing, extra-hours offerings, substitute assignments, and out-of-class assignments;

- Accurately maintain, track, and prepare records, reports, and compliance documentation;
- Analyze production, quality, and inventory data to drive operational improvements;
- Communicate clearly and effectively, both orally and in writing, with staff, administrators, internal partners, vendors, and regulatory inspectors;
- Establish and maintain cooperative professional relationships with the Director, Assistant Director, Supervisors of Nutrition Services, Chef, Warehouse Coordinator, transporters, school site staff, and other District departments;
- Identify, adhere to, guide, and implement workplace safety and health policies and procedures related to Central Kitchen operations;
- Stay current on law and regulation changes related to school nutrition services, Cal Code, and food safety;
- Handle all types of food and safely operate a variety of cooking and kitchen machines, equipment, utensils, and appliances;
- Work the early-morning shift schedule consistent with Central Kitchen production operations;
- 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 and Certifications:

- A valid California Food Manager Certification (ServSafe Manager or equivalent ANSI National Accreditation Board-accredited program) is required.
- Hazard Analysis and Critical Control Point (HACCP) certification is preferred.
- School Nutrition Specialist (SNS) certification is preferred.
- 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 operation of a District vehicle is required.
- Operation of a forklift is required.
- Work schedule is generally aligned with Central Kitchen Production operations and includes early morning start times.
- All applicants are 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 years.

PHYSICAL STANDARDS

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

enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary depending on school site or specialized department assignment.

Work Environment: The incumbent works primarily in a large-scale Central Kitchen environment that is exposed to heat from ovens, hot foods, steamers, cleaning chemicals, fumes, equipment, and metal objects. The incumbent must be able to handle all types of food. The incumbent works around knives, dicers, mixers, slicers, and other sharp objects, and will be required to drive a District vehicle during all types of weather for periodic site observation and inter-facility travel. Work surfaces may be slippery. This position has direct contact with staff, Department leadership, and other District 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 equipment operation.

Physical Environment: Primary functions of the position require physical ability and mobility to work in a large kitchen setting and an office setting as follows: to stand for extended periods of time; twist at the neck and trunk; bend at the waist and stoop, kneel, crouch, or crawl; to occasionally reach with hands and arms; to reach overhead, above shoulders, and horizontally; to use hands to handle objects and tools; to operate nutrition service equipment; to independently and regularly lift and/or move up to 50 pounds with or without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision, and depth perception; to monitor food quality and quantity and order supplies; to hear within the normal audio range with or without correction; to effectively communicate, both orally and in writing. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid 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 the Americans with Disabilities Act (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.

| Central Kitchen Operations Supervisor | Personnel Action Date |
|---------------------------------------|-----------------------|
| Adopted by the Personnel Commission: | 06/23/2026 |