

CENTRAL KITCHEN SUPERVISOR

DEFINITION

Under direction, to plan, organize, coordinate and supervise the functions and activities of a central food processing facility; to review, audit and evaluate the performance of the central food processing personnel; and to do other related work as required.

ESSENTIAL DUTIES

- Plan, organize, schedule and supervise the preparation, cooking, baking and packaging of foods.
- Supervise the transportation of foods to school and other serving facilities.
- Monitor the food service distribution process to ensure that delivered foods are of high quality and in an appropriate serving condition.
- Participate, as necessary, in the preparation of foods and baked goods, and in resolving unusual or unforeseen problems.
- Work from prepared menus and predetermined recipes to ensure adherence to quality control standards.
- Maintain portion control standards.
- Instruct, demonstrate and train nutrition service personnel in the food preparation, packaging and delivery processes.
- Supervise and coordinate the cleaning of the food preparation equipment and facility to ensure that the food preparation center is maintained in an orderly, clean, safe and sanitary condition.
- Determine foodstuff, supply and material needs, and request and maintain an appropriate inventory.
- Review, inspect and supervise the delivery and storage of foodstuffs, supplies and materials to ensure against shortage and damage.
- Maintain a variety of files and records, including equipment servicing schedules, inventory control and personnel related records.
- Prepare periodic food service center activity and production reports, personnel time reports and other related reports.
- Monitor, observe, review and evaluate the performance of food service personnel.

QUALIFICATIONS

Knowledge of:

Procedures, methods, techniques, equipment and terminology used in the preparation, cooking, baking and serving of large quantities of foods and baked goods;

Basic requirements of the National School Breakfast and lunch programs;

Methods, techniques and strategies of organization, supervision and employee evaluation;

Safe working methods and procedures.

Ability to:

Effectively and efficiently prepare, package and deliver large quantities of foods and baked goods;

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Operate a variety of equipment utilized in a food processing facility;
Organize, schedule, coordinate and supervise the work of others;
Analyze and determine foodstuffs, supplies and materials requirements;
Demonstrate proper and appropriate food preparation, packaging and service methods and techniques;
Maintain simple records and files, and prepare clear and concise management and cost accounting reports;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships..

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 25 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- will walk or stand for extended periods of time; will occasionally be required to ascend and descend stairs and ramps
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of bending at the waist, kneeling and crouching
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill is would be:

Experience: Three years of quantity food preparation, service and kitchen maintenance functions in a commercial, institutional or school food service facility, including one year in a lead or supervisory capacity.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemented by training or course work in food preparation, safety, sanitation or other related areas.

Licenses: Possession of a valid California Motor Vehicle Operator's License.

Certificates: An approved and accredited Food Safety Certificate is required at time of employment and must be renewed every five years.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

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