

NUTRITION SERVICES PRODUCTION MANAGER

DEFINITION

Under the general direction of the Central Kitchen Supervisor, assists in planning, coordinating, and supervising the preparation, assembly, packaging, delivery, and serving of food at a central kitchen and various district sites; assists with training, supervising, and providing input for evaluation of assigned staff; supervises the preparation of lunch, breakfast, snack, and catering food items; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- serves as manager of the central kitchen food production and catering programs and activities involved in the preparation of food and rethermalization; supervises and may participate in the cleaning of production and employee areas
- plans, assigns, and supervises the preparation, cooking, portioning and packaging of foods for various sites and functions
- assists in planning and implementing approved programs in cost control, employee training, quality control, department accountability, food preparation, and delivery
- inspects foods for taste and appearance; maintains the highest standards in food quality, sanitation and safety, according to federal, state, local and district rules and regulations
- develops and maintains a production records system that verifies compliance with United States Department of Agriculture guidelines and regulations
- coordinates supplies for special catering requests; assists in booking, planning, organizing and conducting catering events and functions
- prepares food; schedules, routes, and delivers food items utilizing the catering delivery truck or other vehicle
- monitors food and supply inventories; prepares requisitions and assures availability of menu items; effectively coordinates food item distribution to appropriate departments
- analyzes and compares food usage data from school units with available historical data
- communicates with serving kitchens and sites to resolve distribution problems or concerns
- conducts safety meetings
- trains and supervises assigned personnel; provides input for performance evaluations of assigned personnel
- prepares and executes production schedules in order to maximize the utilization of personnel and equipment; assures proper utilization, care, and repair of equipment
- consults with department personnel for recipe development and quality control
- utilizes automated record keeping software and computer terminals to monitor and maintain records and to generate reports

NUTRITION SERVICES PRODUCTION MANAGER

QUALIFICATIONS

Knowledge of: Modern methods, procedures, techniques, and terminology used in the preparation, cooking, baking, presentation, 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 training and evaluation; work safety practices and procedures; sanitation and food safety procedures; proper English usage, grammar, spelling, and punctuation.

Ability to: Plan, assign, schedule, train, review, and assist in the evaluation of the activities and work performed by assigned personnel; apply federal, state, and local laws, regulations, and procedures involving school food preparation, distribution, and service; operate all equipment used in a production kitchen; coordinate the flow of raw materials to produce the highest quality product; work with quantity recipes and food formulation, including alteration of recipes, to increase yield and production quality; perform mathematical calculations with speed and accuracy; train and supervise food service personnel; work competently under pressure and meet deadlines; prepare clear, complete, and concise reports, correspondence, directives, recommendations, and procedures; operate a computer input/output device to utilize applicable word processing and record keeping programs; communicate effectively both orally and in writing; understand and implement oral and written directions; establish and maintain cooperative working relationships; demonstrate flexibility in relation to work schedule and assignments.

PHYSICAL DEMANDS

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

- will frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds
- may sit or stand for extended periods of time; may be required to work for long periods of time in refrigerator/freezer units; may be required to bend, stoop, kneel, crouch, reach above shoulder level, and/or to ascend and descent a step stool or step ladder, stairs, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be able to provide oral information, both in person and over the telephone/other communication devices
- must possess the manual dexterity to operate business-related equipment, and to handle and work with various materials and objects

EXPERIENCE AND EDUCATION

Experience: Four years of paid experience in school district or commercial **large quantity** food preparation, packaging, and distribution including two years in a supervisory capacity.

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

License Requirement: 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.