

## 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**

**Experience:** Three years of quantity food preparation, service and kitchen maintenance functions in a 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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