

## **CENTRAL KITCHEN SUPERVISOR**

### **JOB SUMMARY**

Under Administrative direction, oversee food preparation activities at the central kitchen (elementary and contract school meals, deli, and catering), including planning, production, and delivery of food to school sites; complete purchase requisitions and orders certain food items; prepare a variety of reports for various food service programs; supervise and evaluate employees.

### **TYPICAL DUTIES**

Train, evaluate, and supervise employees. Review menus and meal counts and determine that the necessary food items, equipment, utensils, and staffing requirements are met. Inspect food production methods, ensuring that food is being prepared on schedule. Ensure that proper sanitary principles and safety rules and practices are being observed. Authorize usage of various food products, procedural changes, etc., as necessary to meet daily production requirements. Prepare requisitions and orders for all food items. Assist in the receipt and storing of dairy products, bread items, and fresh produce. Ensure that proper record keeping procedures are followed, and that central kitchen time sheets, absence reports, and supporting documents are completed accurately in a timely manner. Complete a variety of reports for different feeding programs. Coordinate equipment repair activities in the central kitchen under the direct supervision of the Child nutrition Director. Coordinate the testing and standardization of recipes. Report problems with vendors, personnel, equipment, and procedures to the Child Nutrition Director or Child Nutrition Services Supervisor. Ensure efficient transport of food and supplies to all elementary/contract schools and catering events.

### **JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and two years recently paid supervisory experience in the preparation and serving of large quantities of food. Must possess, and maintain possession, of a valid Food Handler's card issued for San Diego County.

### **Knowledge of:**

Principles of cafeteria management; supervisory principles and practices, including staff evaluation techniques; principles of quantity food preparation and nutrition; procedures followed in ordering, receiving, and storing foods; rules and regulations pertaining to health and safety in cafeteria; methods employed in the use, cleaning sanitation, and maintenance of modern kitchen and cafeteria service equipment; food terminology, markets, and commodities.

### **Ability to:**

Supervise, train, and evaluate adults. Prepare foods in quality and quantity required to serve each school. Estimate food item needs and quantities and make mathematical calculations accurately. Gather, analyze, and evaluate data in order to exercise sound judgment in planning and organizing work. Operate standard office equipment and food service/utensils. Write and speak concisely, and make effective written and oral reports.

### **LICENSE**

Must possess a valid California driver's license and maintain qualification for District vehicle insurance coverage. May be required to drive to more than one District site throughout the work day.

### **PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screen certifying this ability.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate.