

**FOOD PRODUCTION/DISPATCH SUPERVISOR**

**JOB SUMMARY** Under general supervision of the Child Nutrition Director, supervise food production/storage/dispatch for area middle schools. Coordinate services on an area wide basis to ensure high quality standards of nutrition, food, production, and service; order all food and supplies for the middle schools.

**TYPICAL DUTIES** Plan, organize, and supervise the middle school food preparation following established procedures; maintain high standards of food preparation and service with emphasis on appetizing and appealing meals high in nutritive value and flavor; prepare or implement menu plans with emphasis on meeting daily nutritional needs of children; maintain high standards of sanitation and safety; maintain records of food, supplies, and equipment, including requisitions; assume responsibility for the quality and quantity of foods prepared with use of standardized recipes and portion control; participate in the selection, assignment, and evaluation of assigned personnel; provide on-the-job training of school nutrition personnel in order to develop maximum efficiency and safety; establish duties and work schedules for employees; provide necessary information for financial accounting, including food and equipment inventories and special invoices; assist in selection/ordering, and planning for efficient use of food and supplies and equipment; work with personnel intra and interdepartmentally to ensure efficient preparation of lunches/deli and catering; perform special assignments and other related duties as required.

**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 of full time paid skilled experience in food service, one year shall be as a school food service manager or lead. A bachelor’s degree in food service related subjects is desired. Related experience may be substituted for education on a year for year basis.

**Knowledge of:** Governmental standards; food production, including preparation, serving, storage, sanitation, and safety; menu planning to meet nutritional, aesthetic, and psychological needs of students; kitchen planning and large food service equipment; principles and techniques of supervision and instruction and assigning personnel; nutrition as it applies to school age children and menu planning procedures; principles of cost control and records.

**Ability to:** Apply professional knowledge and ability to assist in implementing a district-wide school nutrition program, reason logically and think independently and creatively, establish and maintain cooperative working relationships with administrators, teachers, pupils, subordinate personnel and the general public, instruct and supervise employees of maximum productivity; analyze situations accurately and adopt a decisive course of action; speak and write effectively.

**LICENSE**

Must possess a valid California Driver's license, and the ability to qualify for, and maintain qualification for, District vehicle insurance coverage. Must possess a valid Food Handler's Certificate.

**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. 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 be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING  
CONDITIONS**

May be exposed to extreme hot and cold temperatures, either while cooking or storing/retrieving items from the freezer. Lifting, pushing/pulling moderately heavy and/or bulky items. Exposure to loud noises. Extended periods of sitting, walking, and standing.