

Santa Clarita Valley School Food Service Agency Position Description

Position: Central Kitchen Manager	Position Number:
Department/Site: Central Kitchen	FLSA: Exempt
Reports to/Evaluated by: Director, Child Nutrition Programs	Salary Grade: 235

Summary

Plans, organizes sequences, supervises, and coordinates food preparation at a central food and meal production facility. Supervises cooking, baking, food preparation and assembly of meals in large quantities for a variety of school sites and menus. Procures and maintains an inventory of food items by determining the quantity of food required and makes the appropriate orders. Oversees and maintains food production records in compliance with state and federal requirements.

Distinguishing Career Features

This position represents the advanced level of supervision over food service employees engaged in assembly-line food item and meal production.

Essential Duties and Responsibilities

- Works with nutrition staff to develop standardized recipes and menus in accordance with federal school meals program regulations. Evaluates new food products for appropriate placement on menus.
- Plans, prioritizes, sequences production phases, and assigns work orders to food service staff who are attending specific production stations that include, but are not limited to those used for cooking (steam, pressure, and baking), processing, packaging, sterilizing, and washing.
- Plans and sequences production line activity to produce multiple menus. Ensures adequate food product to meet projected quantities. Works from reports of projected meal volumes to determine the food product to produce the required number of meals.
- Plans, oversees and participates in cooking, baking, and serving of food items.
- Supervises catering program and special events.
- Prepares and places food and supply orders as needed.
- Evaluates the efficiency of food and meal production processes. Provides and coordinates training of food service staff on new equipment and work methods.
- Prepares and maintains various records and reports on operations and activities including inventory, personnel, sales, meals served, monies collected, requisitions, daily reports, work schedules and production sheets.
- Recommends and assists in the implementation of department goals and objectives. Implements policies, procedures, schedules, and work methods.
- Monitors the preparation, serving and storage of food to ensure compliance with Agency standards and sanitation requirements.

- Supervises the unloading and stocking of incoming food and the loading of meals on trucks, establishes and modifies delivery routes for efficient and timely meal deliveries, and coordinates meal counts with the needs of receiving schools.
- Monitors food quality and packing of assembled meals and may order line shutdown in order to resolve problems.
- Monitors the condition of equipment, requesting repair and replacement as needed to maintain efficient production and service.
- Evaluates levels of food inventory and after reviewing meal counts from all sites, initiate orders for food items through established vendors.
- Assures cleanliness and maintenance of food production equipment. Inspects and participates in cleaning and maintaining equipment.
- Assists with interviewing and selecting candidates for employment with the Agency. Conducts periodic performance reviews of assigned production staff. Consults with team leaders and meets with staff to review past and plan for future performance.
- Participates in and may coordinate merchandizing and promotion activities to promote nutrition education, support student activities, and serve special events.
- Participates in budget development processes. Monitors approved budgets and cost formulas affecting pricing and quantity. Analyzes food and labor costs; recommends cost containment measures to maintain program solvency.
- Evaluates food production and service efficiency, recommending process changes that contribute to efficiency.
- Attends meetings related to the food production operations.
- Performs other duties as assigned that support the overall objective of the position (includes, but not limited to, school menu orders).
- Trains and oversees HACCP procedures.
- Works on special projects as needed.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of institutional quantity food preparation and packaging methods, procedures, and service. Requires a working knowledge of food and meal production, production scheduling, catering, business record keeping, and kitchen sanitation. Requires a working knowledge of modern machines and equipment used in institutional cooking and production lines. Requires working knowledge of inspection techniques for visual appearance, temperature, and cleanliness. Requires knowledge of and ability to use personal computers to access and record information. Requires sufficient arithmetic skills to compute weights, measures, counts, and portions. Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions. Requires sufficient human relations skill to convey specific work information and to achieve a harmonious work setting.

- **Abilities**

Must be able to perform all of the essential duties of the position. Demonstrated ability to independently maintain and monitor a kitchen environment. Requires the ability to

organize and sequence a variety of equipment in order to prepare, cook, package and distribute food items and meals. Must be able to understand and follow food service policies, procedures, rules and regulations. Must be able to orient and train food service staff, perform recordkeeping functions, and complete mandated food service reports. Must be skilled in operation of commercial kitchen equipment including that used in assembly line production and packaging. Requires the ability to read and understand written directions and recipes and to calculate weights and measurements. Must be able to apply safety and sanitation regulations.

- **Physical Abilities**

Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment. Working environment requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.

- **Education and Experience**

The position requires a High School diploma plus formal training in meal planning, production scheduling, nutrition, sanitation, and recordkeeping, plus 5 years of experience in institutional cooking and team leadership in an institutional or equivalent setting.

- **Licenses and Certificates**

Requires valid California Driver's License. Requires a current (as required by the Agency) food service Safety/Sanitation Certificate authorizing incumbent to work in Child Nutrition programs at a school site and in contact with students.

- **Working Conditions**

Work is performed indoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.