

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Floor Supervisor, Central Kitchen	CLASSIFICATION:	Classified Non-Represented Supervisor
SERIES:	Supervisor I	FLSA:	Exempt
JOB CLASS CODE:	9776	WORK YEAR:	12 Months
DEPARTMENT:	Nutrition Services	SALARY:	Range 13 Salary Schedule G2
REPORTS TO:	Central Kitchen Manager	CABINET APPROVAL:	05-07-2020

BASIC FUNCTION:

Under the direction of the Central Kitchen Manger, coordinate, monitor and oversee all phases of quantity food production in a large central kitchen operation, with primary focus on scratch cooking, Cook Chill and Sous Vides cooking processes. Direct food preparation and assembly, monitor recipes, demonstrate cooking processes, supervise production standards; manage activities pertaining to preparing and packaging recipes in large volumes that comply with Child Nutrition Program regulations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Supervise and direct the receiving, production, packaging, shipping, sanitation, and equipment maintenance functions of a volume central production kitchen. **E**

Plan and coordinate activities related to ordering food and non-food items for a large scale food service production system; producing up to 50,000 meals per day. **E**

Provide training, guidance, oversight, and accountability to all food production staff in the central kitchen to ensure compliance, consistency, and quality assurance in food production standards. **E**

Prioritize, schedule and supervise work of assigned personnel; train, direct, discipline, supervise, evaluate assigned staff; and participate in the selection of new employees as directed. **E**

Supervise the cleanliness of kitchen facilities and equipment based on approved Hazardous Analysis Critical Control Points (HACCP) safety standards which includes disassembling, sanitizing and reassembling large equipment parts; sanitation of food contact surfaces, food containers and food service equipment; and deep cleaning of ovens, food racks, carts, refrigerators, chillers and other foodservice equipment. **E**

Monitor inventory levels of food items, utensils, and supplies; order, receive, store and rotate food items and supplies; conduct necessary inventories. **E**

Plan and supervise the preparation of production schedules and quantities, preparation and assembly of meals, and distribution of food and supplies including record keeping and product labeling. **E**

Confer with Warehouse and Nutrition Services management team concerning efficient and timely delivery of meals to the schools. **E**

Assist in budget development and analysis of expenditures and costs with a constant improvement mindset to include food cost and waste reduction, improved quality, and student acceptability that meet the needs of a diverse community. **E**

Confer with Nutrition Services management team on adapting menus to meet the capabilities of production equipment, and improving efficiencies in a cost conscious manner. **E**

Lead and assist staff in food preparation, clean up, and overall operation of the Central Kitchen. **E**

Store food and supplies in accordance with instruction; order and receive food and supplies; complete required paperwork such as transport sheets, rosters and schedules, order forms; share in responsibilities of inventory; and may share in responsibility of state, health and HACCP reports and perform other related work as required. **E**

Assume responsibility for central kitchen functions in the absence of the Central Kitchen Manager. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Nutrition Services. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Performs related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate’s degree with a major in food, nutrition, or culinary management or a related field, three years increasingly responsible experience with school meals, restaurant, or hospital foodservice management. Candidates with five years’ experience as a manager or supervisor in school foodservice, restaurant or hospital foodservice will be considered in lieu of associate’s degree. Experience with large scale central production kitchens preferred.

LICENSE AND OTHER REQUIRMENTS:

Hold a current ServSafe Food Manager Certificate and require at least ten (10) hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals. Hold a current, valid California driver’s license; provide personal automobile and proof of automobile insurance; and employee entrance evaluation (lifting test). Overall scores in computer software QWIZ testing program preferred as follows:

- Keyboarding.....50 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score
- Nutrition Analysis.....No Software Test

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, and techniques of quality food preparation in large quantities, cooking, and production including inventory controls.
- USDA menu planning requirements for ASSP, CACFP, NSLP, SBP, and At Risk Supper.
- Proper methods of preparing, cooking, baking, packaging, and serving of foods in large quantities.
- Portion control techniques.
- Pertinent food service sanitation, health, and safety regulations including HACCP food safety system.

Reading and writing English communication skills.
Interpersonal skills using tact, patience, and courtesy.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Report writing techniques, and record keeping techniques.
Methods of computing food quantities and costs.
Possesses knowledge of use and care of institutional kitchen equipment, appliances, and utensils.

ABILITY TO:

Monitor the food quality and cost controls of the District's central kitchen operations.
Operation of a computer and related software to enter data, maintain records, and generate reports.
Plan, schedule, and supervise the work of a large number of employees.
Supervise, evaluate, train, and direct the performance of assigned staff members.
Analyze operational issues; recommend and implement improvements.
Communicate effectively, and maintain cooperative and effective working relationships with food service personnel; school sites and District personnel.
Work independently with little direction; meet schedules and timelines.
Utilize effective leadership skills that work well within a team setting.
Operate all kitchen equipment.
Coordinate and supervise maintenance, repair, and adjustments on machinery and equipment.
Develop and implement methods for ordering, receiving, inspecting, and storing a large volume of food products and kitchen supplies.
Maintain accurate records, make mathematical computations, and prepare production and cost reports.
Implement food production, packaging, and quality assurance and control methods.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Kitchen environment; subject to heat from ovens, cold from walk-in refrigerators and freezers, and intermittent noise.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment and a computer terminal; carrying, pushing or pulling food trays, carts, materials, and supplies; reaching, overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; and bending at the waist.

SAMPLE HAZARDS:

Exposure to very hot foods, equipment, materials and metal objects; exposure to sharp knives and slicers; and exposure to cleaning agents and pesticides.

HEALTH BENEFITS: District pays a portion of the employees' health benefits with District-offered plans.