

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Food Production Lead, Central Kitchen	CLASSIFICATION:	Classified Non-Management (SEIU/Operations-Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9799	WORK YEAR:	12 Months
DEPARTMENT:	Nutrition Services	SALARY:	Range 40 Salary Schedule C
REPORTS TO:	Central Kitchen Manager	CABINET APPROVAL:	10-4-2021

BASIC FUNCTIONS

Under the direction of the Floor Supervisor, the Food Production Lead will assist in all phases of operations of the District's Central Kitchen. The Food Production lead will provide work direction and training to others, prepare records and reports, conduct inventory duties, place orders and performs routine food service activities including, but not limited to overall food preparation, cooking, baking, food packaging, and responsible for overall cleaning and sanitation of an institutional high volume production facility.

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.)

Lead, direct, and assist in food preparation, cooking, catering, food packaging, cleaning and sanitation, and overall food production operations of the Districts' Central Kitchen. **E**

Lead, direct, and assist preparing foods using a variety of cooking methods, including baking, basting, blanching, braising, broiling, cook chill, sous vide, roasting, sautéing, steaming, and stewing. **E**

Lead, direct, and assist in a variety of food preparation duties including washing, peeling, cutting, chopping, dicing, mixing, blending, folding, slicing, and breading of food items. **E**

Lead and provide training and guidance to all food production assistants in the Central Kitchen to ensure compliance, consistency, and quality assurance in food production standards. **E**

Read and interpret standardized menus, recipes, and safe food practices according to Hazard Analysis Critical Control Point (HACCP), Sacramento County Department of Public Health (SCPH), California Department of Public Health (CDPH), and Sacramento City Unified School District's foodservice standard operating procedures. **E**

Operate small and large commercial equipment such as combi ovens, convectional ovens, blast chillers, mixers, slicers, choppers, cook chill systems, produce and meat processing equipment, bagging machines, dish machine and packaging machines following standardized preparation procedures and recipes. **E**

Assist in maintaining kitchen facilities and equipment in a clean and sanitary condition; including, but not limited to, prep counters, sinks, food containers, utensils, food racks, carts, and storerooms; and deep clean ovens, walk ins,

refrigerators, blast chillers and other industrial food service equipment which includes disassembling, sanitizing, and reassembling large equipment parts. **E**

Operate a variety of computer terminals, equipment terminals, software and product labeling systems. **E**

Assist and complete required record keeping in accordance with county, state and federal regulations; conduct inventory, calculate orders, generate reports. **E**

Monitor and record temperatures of food to assure food safety and quality standards. **E**

Monitor to ensure environmental safety, equipment safety, good personal hygiene, and accident prevention for all team members per Occupational Safety and Health Administration (OSHA).

Assist Floor Supervisor in planning and implementing the operation of daily food production. **E**

Receive, label, rotate, and store food and supplies in accordance with HACCP guidelines and principals.

Understand and carry out oral and written instructions. **E**

Maintain open communication and cooperative relationships with others, actively participate in staff training, meetings, and work groups and support the goals and objectives of the District and the department. **E**

Provide a positive climate of customer service, interaction and communication for our students, District staff, families, and our community. **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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination equivalent to: high school graduation or general educational development (GED), a minimum of two (2) years' experience required in a lead position in at least one of the following: a commercial high volume restaurant, hotel, hospital food service, catering or school nutrition program or large scale production or commissary kitchens.

LICENSE AND OTHER REQUIRMENTS

Hold a valid California Driver's License, and provide proof of insurance; willingness to drive a van; employee entrance evaluation (lifting test); and hold a valid ServSafe Certificate. Requires 6 hours of annual continuing education and training including annual safety training to meet the USDA Professional Standards for School Nutrition Professionals.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic cooking measurements and conversions
- 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.
- Record keeping techniques.
- Methods of computing food quantities using basic math skills.
- Possesses knowledge and operation of institutional kitchen equipment and appliances according to established safety procedures.
- Follow established safety procedures and techniques to perform job duties, including lifting, pushing and pulling.

ABILITY TO:

- Ability to use sharp knives, slicers and objects.
- Monitor overall food preparation and food quality throughout the Central Kitchen.
- Operation of a computer and related software to enter data, maintain records, and generate reports.
- Ability to read recipes and procedures.
- Work alongside, assist and lead the work of a large number of employees.
- Communicate effectively, and maintain cooperative and effective working relationships.
- Plan and organize work to meet schedules and timelines.
- Train and provide work direction to others.
- Able to operate all kitchen equipment.
- Lift and carry moderately heavy objects accordingly to safety regulations.

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; lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate knives, 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, commercial and non-commercial equipment, materials and metal objects; exposure to sharp knives, slicers and other sharp objects; and exposure to cleaning agents and pesticides.