

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Manager, Central Kitchen	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Manager I	<b>FLSA:</b>	Exempt
<b>JOB CLASS:</b>	9764	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services Department	<b>SALARY:</b>	Range 9 Salary Schedule A
<b>REPORTS TO:</b>	Director, Nutrition Services	<b>CABINET APPROVAL:</b>	05-23-19

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**BASIC FUNCTION:**

Under the direction of the Director of Nutrition Services, the Central Kitchen Manager is responsible for all food production as well as food and labor budgets in the District's central kitchen. The Central Kitchen Manager will develop and monitor recipes, menus, production standards, cooking processes, methods and procedures for food storage, preparation, transport, and delivery. The Central Kitchen Manager will lead and inspire a team of culinary professionals to perform for continuous improvement in our school meal program.

**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.)**

Responsible for recipe development maximizing locally sourced ingredients and farm fresh fruits and vegetables within 250 miles of the District whenever practicable to enhance the taste and quality of our school meals and to support the Farm to Fork efforts of the Sacramento Region. **E**

Develop and monitor innovative recipes and menus to reflect culinary trends for a diverse population of student taste preferences. **E**

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

Supervise, evaluate, train, and direct the performance of assigned staff members and participate in the interview, selection of new employees; process personnel records; make recommendations concerning staffing; and discipline assigned staff according to District policies, procedures, and bargaining agreements. **E**

Implement on-going communication and training plan including development of daily/weekly meeting schedules and workshops with central kitchen and department staff to insure collaborative input from all nutrition personnel. **E**

Develop, implement, and maintain food safety controls and accountability including Hazard Analysis and Critical Control Points (HACCP) procedures in the central kitchen and District nutrition warehouse utilizing the latest software innovations for monitoring and accountability. **E**

Safeguard all central kitchen food service staff work practices by implementing training programs to increase their knowledge about environmental safety, hygiene, and accident prevention. **E**

Collaborate with nutrition services central office team for sourcing, procurement, menu planning, site operations, nutritional analysis of recipes, production planning and forecasting, and distribution of food and supplies. **E**

Advocate sound financial, business, and sustainability practices in decision making for food production including food waste monitoring; develop and implement measures to minimize food costs including forecasting, portion, and inventory controls; maintain accurate recipe food cost and yield calculation reports for central production kitchen; and make financial recommendations for operational improvements. **E**

Work with department personnel to execute District activities and events including cooking demonstrations, media, or marketing events. **E**

Collaborate with community Chefs from the Sacramento region for recipe, menu development, and marketing. **E**

Conduct recipe development, testing, and revisions with a focus on efficient utilization of United States Department of Agriculture (USDA) commodity foods, including meal crediting calculations, scaling, and food and labor costing for large quantities. **E**

Interpret and apply federal USDA and state of California Department of Education (CDE) policies, rules, and regulations as they apply to the nutritional and operational requirements of the National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), At-Risk Supper Program, Summer Feeding Program, After School Snack Program, and other federal and state regulations. **E**

Attend restaurant and school food service conferences and workshops and maintain professional culinary contacts to remain current on restaurant and food service industry trends. **E**

Operate, maintain, train, and supervise the use of a variety of commercial food processing equipment and machines; develop and implement equipment safety training and maintenance program; and evaluate equipment and product specifications used in central food production facility. **E**

Prepare, maintain, and review a variety of records and reports; compose a variety of correspondence. **E**

Participate in the development and implementation of goals, objectives, policies, and procedures related to the Nutrition Services Department. **E**

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

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with diverse communities. **E**

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

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in culinary arts or related field. A minimum of three (3) years' experience required as a commercial chef in a high volume restaurant, hotel, hospital food service, or school nutrition program and/or management experience with large scale central production or commissary kitchens.

Substitution: Additional years of qualifying experience may substitute for the required education on a year for year basis.

**LICENSE AND OTHER REQUIREMENTS:**

Hold a current ServSafe Food Manager Certificate; valid California driver's license; proof of automobile insurance; and require at least 10 hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, methods, and techniques of quantity menu design, food preparation, and production including inventory controls.

Institutional food management.

Proper methods of preparing, cooking, baking, packaging, storing, and serving of foods in large quantities.

Pertinent food service sanitation, health, and safety regulations including HACCP food safety system.

Nutrition analysis software.

Applicable sections of the California Education Code, USDA, CDE, and other laws, rules, and regulations related to assigned activities.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

District organization, operations, policies, and objectives.

Research methods, report writing techniques, and record-keeping techniques.

Principles and practices of effective management techniques.

Methods of computing food quantities and costs.

Possesses knowledge of use and care of institutional kitchen equipment, appliances, and utensils.

**ABILITY TO:**

Design and monitor the quality and cost controls of the District's central kitchen operations.

Prepare and create a wide variety of cuisines to reflect the diversity of our student population.

Operation of a computer and related software to enter data, maintain records, and generate reports.

Effective public speaking skills.

Understand and follow complex oral and written instructions and complete assignments in an independent manner.

Supervise, evaluate, train, and direct the performance of assigned staff members.

Analyze operational problems, and recommend and implement program improvements.

Research, analyze, compile, maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.

Maintain confidentiality as appropriate.

Communicate effectively, and maintain cooperative and effective working relationships with others.

Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction, and meet schedules and timelines.

Compose correspondence and written materials independently.

Utilize effective leadership skills that work well within a team setting.

Meet District standards of professional conduct as outlined in Board Policy.

Detail oriented with time management and organizational skills.

Operate all kitchen equipment.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Kitchen environment; subject to heat from ovens, cold from walk-in refrigerators and freezers, and intermittent excessive 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, and metal objects; exposure to sharp knives and slicers; and exposure to cleaning agents and pesticides.

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

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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Jorge A. Aguilar, Superintendent

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Date