

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: CENTRAL KITCHEN MANAGER

BASIC FUNCTION:

Under the direction of the Director, Child Nutrition Services, oversees and provides work guidance to food service personnel at a central kitchen site serving multiple sites and assures functions are performed in a safe and efficient manner; provides food services at designated sites to meet the mandated nutritional needs of students; oversees proper transport and availability of food service items to a variety of sites; assures compliance with mandated health standards.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists with performing functions of other nutritional services positions as requested by the assigned supervisor.

Communicates with staff, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; checks and responds to emails accordingly.

Conducts meetings with satellite kitchen managers for the purpose of maintaining ongoing communication regarding their operations and overall quality of services; coordinates food service schedules for the purpose of providing coverage for special events including catering, promotional events as assigned.

Coordinates, oversees and leads food service workers and other personnel as assigned; assures compliance with health, safety and nutritional standards of central kitchen operations; participates in the food preparation, serving and related food services at designated sites to meet the mandated nutritional needs of students.

Estimates food preparation amounts and adjusts recipes as needed to adhere to projected meal requirements and minimize food waste; submits requisitions for food, beverages and supplies according to established procedures.

Implements menu according to students' mandated daily nutritional requirements; checks prepared food for flavor, appearance and temperature according to established requirements.

Inspects food and supply deliveries and verifies quantity, quality and specifications of orders in compliance with mandated health requirements.

Inventories food, condiments, supplies and equipment periodically and assures availability of items required for meeting projected menu requirements; stocks food, condiments and supplies accordingly.

Leads assigned kitchen site operations including staffing coverage and task scheduling and provides safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards.

Monitors activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspects and reviews food preparation and serving areas to assure appropriate health and safety standards are maintained; oversees the cleaning of utensils, equipment, food storage, food preparation and serving areas according to established procedures.

Operates a variety of food service equipment including ovens and packaging and wrapping machines; operates office equipment including a computer and assigned software.

Oversees assigned catering requests according to established procedures; assists in the preparation of food for outside school sites as assigned.

Oversees the transport and delivery of hot and cold food items; assures availability of food items in accordance with site requirements.

Prepares a variety of complex manual and electronic documentation related to assigned functions; processes and inputs a variety of kitchen and food related data in an assigned system; assures accuracy of input data.

Provides training regarding food preparation, health standards, sanitation and assigned methods in order to comply with nutritional service requirements in compliance with established guidelines; orients new employees to work center and school site processes and provides information regarding site operations and activities; provides input regarding employee selection and evaluation as assigned.

Reconciles transactions and maintains assigned account balances in compliance with established policies and procedures; counts money; prepares bank deposits according to established procedures.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Coordination of food service operations and activities at an assigned central kitchen.
Methods of preparing and serving foods in large quantities.
Food service quality, portion control and appearance standards related to food items.
Proper methods of storing equipment, materials and supplies.
Applicable laws, codes, regulations, policies and procedures.
Sanitation and safety practices related to preparing, handling and serving food.
Standard kitchen equipment, utensils and measurements.
Principles and practices of training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Health and safety regulations.
Record-keeping and report preparation techniques.
Federal and State breakfast and lunch requirements.
Procedures for management of a central cafe and staff.
Required food quantities.
Principles and techniques of training, motivation workloads and scheduling.
Basic financial accounting for daily sales and inventory control procedures.

ABILITY TO:

Organize and direct food service operations and activities at an assigned central kitchen.
Train and provide work guidance to assigned personnel.
Coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.
Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
Communicate effectively both orally and in writing.
Follow and assure compliance with health and sanitation requirements.
Estimate food quantities and requisition proper amounts for economical food service.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance of records and reports.
Handle money and keep records.
Requisition proper quantities of food and supplies.
Prepare high quality foods appropriate to needs of children using standardized recipes.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and five years of progressively responsible paid experience in the food service industry.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid Food Safety Manager Certificate (ServSafe Certificate or its equivalent)
Qualified candidates can take merit exam without certificate - but must be obtained prior to employment into the position.
Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Managers per the USDA Guide to Professional Standards for School Nutritional Programs.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

FLSA Status

Approval Date

Non Exempt

3/01/08, 04/22/13, 10/29/15, 9/28/17