



**CLASS TITLE: CENTRAL KITCHEN MANAGER**

**WORKYEAR: 12 Months**

**VACATION: 27 Days**

**REPORTS TO: Director, Nutrition Services**

**BASIC FUNCTION:**

Under the direction of the Director of Nutrition Services, plan, organize, guide, direct and supervise activities related to the operation of the District Central Kitchen facility. Manage all aspects of food procurement, storage, handling, preparation and delivery. Adhere, implement and assure compliance with all program rules, regulations, policies and procedures. Train, supervise and evaluate assigned staff.

**REPRESENTATIVE DUTIES:**

- Direct and supervise the program operations at the Central Kitchen. Assure all standards are met in the areas of food storage, handling, preparation and delivery.
- Assure quality control standards. Assure safety and sanitation guidelines are maintained. Monitor HACCP procedures at the Central Kitchen.
- Provide high quality food products to school sites.
- Oversee all production areas including: cook-chill, salad and sandwich, bakery, hot ship.
- Direct and supervise the warehouse and distribution functions.
- Train, supervise and evaluate the performance of assigned staff. Participate in employee selection and schedule employees based on production needs.
- Monitor staffing levels. Make recommendations for staffing, schedule and production improvements.
- Analyze Central Kitchen operation budgets. Monitor food and labor costs, make recommendations for program improvements as it relates to Central Kitchen operations.
- Assure that all food and supply items necessary for production are provided to Central Kitchen departments.
- Coordinate equipment repair in the Central Kitchen with appropriate maintenance personnel.

- Coordinate the production needs for a variety of programs including catering, snack programs and vended meal contracts.
- Report operational problems to assigned supervisor.
- Participate in monthly site operations meetings with assigned supervisors.
- Serve on assigned committees and advisory groups.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

- Principles of food service management.
- Principles of supervision, training and evaluation.
- Concepts of work simplification, safety and sanitation, production scheduling.
- Principles of large quantity food preparation.
- Applicable HACCP guidelines and procedures.
- Food ordering, handling and storage practices.
- Proper utilization and care of food service equipment.
- Record keeping and report preparation.
- Business mathematics.

#### **ABILITY TO:**

- Plan, assign, train, review and evaluate the activities and work performed by assigned staff.
- Apply applicable Federal, State and local laws.
- Apply applicable HACCP guidelines.
- Analyze, interpret and implement technical operational procedures.
- Prepare clear, concise and complete reports, directives, and recommendations regarding work procedures.
- Compile and analyze data.
- Resolve operational problems, concerns and conflicts.
- Operate a computer.
- Communicate effectively, both orally and in writing.
- Work cooperatively with others.

#### **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: associates degree in food management and/or four years of responsible food service supervisory experience in institutional or commercial large quantity food preparation and service facility.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license
- Valid Food Handler's Card

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Central Kitchen environment.

Subject to heat and cold.

Exposure to noise.

**PHYSICAL ABILITIES:**

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.