

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CENTRAL KITCHEN PRODUCTION AND DISTRIBUTION SUPERVISOR (S13)

BASIC FUNCTIONS:

Under the direction of the Central Kitchen Manager, monitor and oversee all phases of quantity food production in a large central kitchen operation, with primary focus on mass production, scratch cooking, and the Cook Chill process; supervise the various food production departments to meet timelines; direct food preparation and distribution in the Central Kitchen and designated satellite operations; and participate within the local culinary community as an advocate for both the district and school meal programs.

REPRESENTATIVE DUTIES:

Supervise, train and direct staff in the preparation, handling and storage of food items within the guidelines of the HAACP plan; evaluate the performance of assigned employees for effective use of time and quality of product. *E*

Develop, assign and review the assembling, packaging, loading, storage, and transport of prepared foods; monitor appropriate use and care for conveyors, cook chill, refrigeration, conventional ovens and baking equipment. *E*

Assist with all the duties of the Central Kitchen manager in his or her absence including the lead role of the entire kitchen operation; assist with supervision and oversight of positions to include expeditors, production staff, warehouse staff, storekeeper, drivers, custodian, and utility worker. *E*

Develop, assign and schedule the work of food service employees, warehouse staff, storekeeper and drivers; monitor and coordinate assembly line processes on the production floor, staging rooms, warehouse and dock area; ensure production timelines are met and deliveries are on time. *E*

Ensure the quality of all food items received and delivered from the Central Kitchen facility have the right texture, temperature, wrapping, labeling, and staging in the proper temperature rooms. *E*

Prepare, complete and review the pull ticket process for departments to prevent workflow issues and communicate effectively to ensure department needs are met. *E*

Analyze and compare all orders from school sites with available historical data; identify questionable orders and take appropriate action to reconcile potential discrepancies; monitor food product on hand to assure availability of menu items for distribution; communicate with serving kitchen and sites to resolve ordering, supply, distribution and serving problems. *E*

Perform final food product review and authorization for delivery to school sites. *E*

Assure adherence of Nutrition Services programs to all federal, state and local laws and regulations including district requirements. *E*

Assist with the development plan and participate in the implementation and operation of the district's Summer F.E.E.D.S. program. *E*

Inspect and identify shipments of materials, equipment and supplies received to assure compliance with purchase order specifications; identify and report shortages, damaged goods or other discrepancies; maintain current receiving, requisition and inventory records. *E*

Coordinate and participate in the process of inventory, input data into system and verify inventory is correct with staff in all department areas. *E*

Prepare, monitor, review, correct, and submit records and reports. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Materials, equipment and supplies used in a Nutrition Services facility.

District organizations, operations, policies, objectives, and timelines.

Nutritional and operational requirements of the National School Lunch Act and related federal and state regulations.

Appropriate oral and written communication skills.

Technical aspects of field of specialty.

Business practices related to the purchase, shipment and receipt of goods.

Record keeping and report preparation.

Advanced concepts of work simplification, safety, sanitation, and workflow as applicable to district-wide food service operations.

HAACP plan and policies.

Advanced principles of large quantity food preparation, distribution and serving materials, methods and equipment.

Food ordering and storage practices.

Proper utilization and care of food service equipment.

Ability to:

Make arithmetic calculations quickly and accurately.

Follow the HAACP plan and policies.

Establish and maintain effective and cooperative working relationships with others. Operate a delivery vehicle and observe defensive driving practices.

Maintain accurate and current records of stockroom transactions. Read, interpret and follow rules, regulations, policies and procedures.

Utilize a computer terminal to make entries into established programs, and to generate reports.

Compose routine narrative reports and correspondence.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and three (3) years experience at a lead or supervisory level in a large institutional food service facility.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid Food Handler's card issued by Riverside County.

Must obtain a Serve Safe certification within six (6) months of employment.

WORKING CONDITION ENVIRONMENT:

Office and Central Kitchen environment.

Driving a vehicle to conduct site visitations.

Subject to extreme heat and extreme cold.

PHYSICAL ABILITIES:

Walking, sitting or standing for an extended period of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard and warehouse equipment. Lifting, carrying, pushing and pulling heavy objects and unload heavy supplies and equipment. Bending at the waist.

Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies.