



## HEMET UNIFIED SCHOOL DISTRICT

1791 W. ACACIA AVENUE, HEMET, CA 92545-3637 - (951) 765-5100

### **NUTRITION SERVICES: PRODUCTION MANAGER**

#### **DEFINITION**

Under general direction to plan, coordinate, direct, administer and supervise the preparation, assembly, packaging and serving of food at a central kitchen for delivery and distribution to several satellite serving kitchens; participates in the work of the Central Production Center, train, supervise and evaluate the performance of assigned staff, to supervise the preparation of lunch, breakfast and a la carte food items; and to do other related work as required.

#### **EXAMPLES OF DUTIES**

Serve as supervisor of the central kitchen food production programs and activities involved in the preparation of food and rethermalization, and cleaning of the production, test kitchen and employee areas; plans, assigns, and supervises the work of preparing, cooking, portioning and packaging of foods for several satellite serving kitchens; maintain the highest standards in food quality, sanitation and safety; insure nutrition, health, sanitation, safety and cost standards for those served and those working with foods; implement approved programs in cost control, employee training, quality control and food preparation; participate and assist in the preparation of foods; inspect foods for taste and appearance; keep various records of kitchen activities; maintain records for inventory, recipes, labor costs and employees; prepare reports independently in a complete and timely manner; monitor, review, correct and submit records and reports prepared by staff, information for reports and other management information purposes and assure timeliness of submission; develop and maintain a production records system that verifies compliance with United States Department of Agriculture guidelines and regulations; comply with relevant sections of the California Uniform Retail Food Facilities law; assure compliance with Federal, State and local laws and regulations and district requirements concerning such matters as sanitation, safety, program administration and nutritional standards; coordinate supplies for special catering requests and employee lounge area; assist in the planning, organization and conducting of banquets and catering type food service functions, including menu planning and cost determination; determine the availability of food and supplies and effectively coordinate the distribution to the appropriate department; analyze and compare food orders from school units with available historical data; monitor food product on hand to assure availability of menu items for distribution; requisition foodstuffs and supplies; communicate with serving kitchen and sites to resolve ordering, supply, distribution and serving problems or concerns; conduct safety meetings; monitor payroll-related recordkeeping and assure proper reporting of time worked and absences; train, supervise and evaluate the job performance of assigned personnel; participate in employee selection; recommend modifications of work procedures and schedules to meet special needs and conditions; make oral and written directives and set priorities; participates in the selection, training and instruction of new personnel in methods and procedures of tasks assigned; write and execute production schedules that will maximize the utilization of personnel and equipment; consult with department positions on recipe development and quality control matters; utilize automated recordkeeping and computer terminals to monitor and maintain records and to generate reports; provide basic instruction to employees in the use of a computer to perform regularly assigned job tasks, and provide on-the-job training to staff of the assigned unit; assign available substitute workers to work assignments in accordance with established priorities; report operational problems to assigned supervisor; assure proper utilization, care and repair of equipment; analyze central kitchen operations for food and labor costs; recommend implementation of improvements in service, equipment, food preparation, personnel assignments and facilities to assure fiscal efficiency; assist in development of policies and procedures pertaining to food preparation, transport and accountability; establish and maintain cooperative relationships with those contacted during the course of work.

#### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Fundamentals of nutrition; principles and practices of administration, supervision and training of personnel; advanced principles of large quantity food preparation, distribution and serving materials, methods and equipment; principles, methods, procedures and techniques of preparing, cooking, baking, serving and storing foods in large quantities; sanitation and safety procedures; use of large production cooking and packaging equipment; menu planning, nutrition requirements of the lunch and breakfast programs, food values, proper food combinations, and substitutes that may be economically used; preparation of foods which are attractive to students and staff; methods and operational procedures pertaining to the requisitioning, receiving and storing of foodstuffs, supplies and materials; proper utilization and care of food service equipment; advanced concepts of work simplification, safety, sanitation and work scheduling as applicable to district-wide food service operation involved in production kitchens; money handling, basic cost control and operational recordkeeping; computer operations and tech support for operation; personnel motivation, planning and organizational techniques; business mathematics; principles of supervision, training and evaluation procedures.

**HEMET UNIFIED SCHOOL DISTRICT**  
**NUTRITION SERVICES: PRODUCTION MANAGER (continued)**

**EMPLOYMENT STANDARDS (continued)**

**Ability to:** Plan, assign, schedule, train, review and evaluate the activities and work performed by assigned personnel; prepare nutritionally balanced and attractive menus using the standards and requirements set forth by federal and state agencies; apply federal, state and local laws, regulations and procedures involving school fund preparation, distribution and service; operate all equipment used in a production kitchen; coordinate the flow of raw materials to produce the highest quality product; work with quantity recipes and food formulation, including alteration of recipes to increase yield and production quality; perform arithmetical calculations with speed and accuracy; train and supervise food service personnel; work competently under pressure and deadlines; prepare clear, complete and concise reports, correspondence, directives, recommendations and procedures using correct grammar, syntax, punctuation and spelling; make accurate mathematical calculations; operate a computer input/output device to utilize applicable word processing and recordkeeping programs; communicate effectively both orally and in writing; understand and implement oral and written directions given in English; establish and maintain cooperative working relationships with others.

**EDUCATION and EXPERIENCE**

Any combination of education and experience equivalent to completion of twelfth grade, supplemented by coursework in menu planning, quantity cooking, safety and sanitation; and three (3) years of paid experience in quantity food preparation, preferably including one (1) year in a supervisory capacity with a public educational agency; AA degree preferred.

**REQUIRED LICENSES AND OTHER REQUIREMENTS**

Possession of a valid and appropriate California Motor Vehicle Operators License; and current Food Handler's Permit.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Moderate to heavy work, lifting and/or carrying of objects weighing up to 50 pounds; ability to bend, stoop, grasp and reach.

**SPECIAL NOTE**

A pre-employment physical examination may be required for the successful candidate prior to employment.

**EMPLOYMENT STATUS**

Classified Management Position.

April, 2000