

CLASSIFICATION: Central Kitchen Supervisor

Salary Range: 224 Days - \$54,746 - \$66,545

DESCRIPTION:

Under the direction of the Director of Student Nutrition Services the Central Kitchen Supervisor will direct food service personnel at the central kitchen which serves multiple sites to ensure that their functions are performed in a safe and efficient manner; providing food services at designated sites to meet the mandated nutritional needs of students; ensuring proper transport and availability of food service items to a variety of sites; providing written support to convey information; and complying with mandated health standards. The Central Kitchen Supervisor will work under limited supervision while following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units (sites); and tracking budget expenditures.

EXAMPLES OF DUTIES:

1. Conducts meetings with Kitchen Managers for the purpose of maintaining ongoing communication regarding their operations and overall quality of services.
2. Coordinates food service schedules for the purpose of providing coverage for special events (catering, promotional events, etc.).
3. Coordinates, directs and evaluates food service workers (Kitchen Manager I/II/III, Food Preparation I & II, Lead Warehouseman, and other personnel as assigned for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring compliance with health, safety and nutritional standards of central kitchen operations.
4. Directs the transport and delivery of hot and cold food items for the purpose of ensuring availability of food items in accordance with site requirements.
5. Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
6. Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
7. Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
8. Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
9. Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
10. Manages site operations (e.g., staffing coverage, task scheduling) for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards.
11. Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
12. Orients new employees to work center and school site processes for the purpose of providing information regarding site operations and activities.

13. Oversees assigned site's catering request for the purpose of providing requested services in an efficient and timely manner.
14. Oversees the cleaning of utensils, equipment, food storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
15. Participates and/or facilitates a variety meetings of kitchen site staffs (e.g., unit meetings, in-service training, workshops) for the purpose of conveying and/or gathering information required to perform job functions and/or maintain compliance with district, state, and federal rules, regulations and guidelines.
16. Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
17. Prepares a wide variety of complex documentation both manual and electronic (e.g., menus, transportation logs, meal counts by site, reconciliation reports, time sheets, parent notices, food forecasting sheets, bank deposits, food/milk orders, inventory and supply lists, machine logs) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references and/or providing information to appropriate parties.
18. Processes kitchen and/or food related data (e.g., daily food/milk counts reports, free/reduced meal counts, fridge/freezer temperature reports, food forecasting sheets, bank deposits, food/milk orders,
19. inventory/supply lists, machine logs, purchase orders) for the purpose of updating and distributing information, authorizing for action and/or complying with established food service practices and/or procedures.
20. Procures equipment and supplies for the purpose of maintaining an adequate inventory for preparing meals.
21. Provides training (e.g., food preparation, health standards, sanitation, methods) for the purpose of addressing nutritional service requirements in compliance with established guidelines.
22. Reconciles transactions (e.g., meal counts, monies collected, negative student balances) for the purpose of maintaining account balances in compliance with established policies and procedures.
23. Requisitions food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
24. Responds to inquiries from staff, students, parents, etc. for the purpose of conveying/receiving information.
25. Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
26. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Demonstrated Knowledge of:**

1. basic math, including calculations using fractions, percentages, and/or ratios;
2. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:
  - a. age appropriate activities;
  - b. health standards and hazards;
  - c. methods of industrial cleaning;

- d. quantity cooking;
- e. safety practices and procedures;
- f. methods of preparation,
- g. handling and storage of food in quantity;
- h. proper maintenance and operation of modern equipment.

**Demonstrated Ability to:**

1. Read technical information and compose a variety of documents,
2. facilitate group discussions and work as part of a team;
3. analyze situations to define issues and draw conclusions,
4. schedule a significant number of activities, meetings, and/or events,
5. gather, collate, and/or classify data; and consider a variety of factors when using equipment,
6. operate and utilize a variety of types of job-related equipment using a variety of standardized methods
7. Be flexible in order to work with others in a wide variety of circumstances and analyze data utilizing defined but different processes
8. work and communicate with diverse individuals and/or groups,
9. work with detailed information/data of varied types and/or purposes;
10. analyze issues and create action plans.
11. problem solve with data frequently requires independent interpretation of guidelines;
12. provide leadership and supervision;
13. maintain confidentiality;
14. Meet deadlines and schedules as well as set priorities and adapt to changing work priorities
15. Work with frequent interruptions.

**Working Environment:** The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:**

**Required**

- Associate's degree or equivalent educational experience, and at least 2 years of relevant school nutrition programs or operations experience

**Preferred**

- Bachelor's degree or equivalent educational experience, and at least 2 years of relevant school nutrition programs experience or operations experience.
- Five years of progressively responsible paid experience in the food service industry.

**License, Certificate or Credential:**

- Job Related Proficiency Test ServSafe/Food Certificate