

FOOD SERVICE KITCHEN SUPERVISOR

CLASSIFICATION: Classified

IMMEDIATE SUPERVISOR'S TITLE: Food Service Coordinator

EVALUATOR'S TITLE: Food Service Coordinator

JOB SUMMARY: Under administrative direction, oversee all food preparation, serving and sales activities including district school meals, contract meals and catering. Ensure compliance with the National School Lunch Program (NSLP) and National School Breakfast Program (NSBP) and all other department, local, state and federal standards and regulations. Assist with menu planning and complete food and supply orders. Supervise and train food service workers, oversee duty and work station assignments and assist Food Service Coordinator with scheduling. Perform assigned duties at highest level of responsibility.

ESSENTIAL FUNCTIONS:

1. Supervise and coordinate the activities and schedules of central kitchen and site food service workers to fulfill menu production, serving and sales objectives.
2. Plan, organize, schedule and supervise the preparation, cooking, baking, packaging, display, serving and sale of foods
3. Assist Food Service Coordinator with menu planning in accordance with mandates of the NSLP and NSBP, using U.S.D.A. commodities.
4. Recommend departmental policy, procedural, program and standard changes and participate in department long-range planning to increase participation.
5. Assist in merchandising and promotion of department programs.
6. Test and standardize recipes to meet strict nutritional standards as required by the NSLP and NSBP, ensure adherence to quality control standards, and maintain portion control standards.
7. Review menus and meal counts and monitor inventory to determine food, supply and material needs. Order and maintain an appropriate inventory to meet these needs.
8. Review, inspect and supervise the delivery, dating and storage of food, supplies and materials to ensure against shortage, spoilage and damage.
9. Supervise the transportation of foods to school and other serving facilities, monitoring the food service distribution process to ensure that delivered foods are of high quality and in an appropriate serving condition.
10. Plan, coordinate and manage a variety of catering events, functions and private contracts for the District.
11. Utilize Point of Sale (POS) manager's program to generate end of day and sales reports, update and monitor student accounts,
12. Promote distribution of NSLP meal applications at the serving lines; ensure confidentiality of student information and timely forwarding of completed meal applications to Food Service Coordinator.

13. Instruct, demonstrate and train food service workers and student workers in: food preparation, packaging, display, stocking and delivery processes; operation of POS system and all sales and cash handling processes.
14. Oversee daily cash drawer counting, bank deposits, reconciling of transactions to balance account, and printing of daily reports.
15. Track monthly student and staff account balances and pursue collection of negative balances.
16. Perform successfully the duties of a Food Service Worker, as needed.
17. Monitor, observe and review performance of food service personnel, reporting to Food Service Coordinator.
18. Inspect food production methods, ensuring that food is being prepared and served on schedule.
19. Assure food production methods meet HACCP regulations; assure proper sanitary principles and safety rules and practices are observed according to department, local, and state standards and regulations
20. Authorize usage of various food products, procedural changes, etc., as necessary to meet daily production requirements.
21. Supervise and coordinate the cleaning of the food preparation equipment and facility to ensure that the food preparation center is maintained in an orderly, clean, safe and sanitary condition.
22. Report problems with vendors, equipment, and procedures to the Food Service Coordinator.
23. Coordinate equipment repair activities under the direct supervision of the Food Service Coordinator.

OTHER FUNCTIONS:

1. Provide supervision of students in serving line area as needed.
2. Cover others' work areas and duties as needed.
3. Perform other related duties as assigned.

Training and Experience: Three years experience in large-scale food production preferably in a school setting with experience in menu design and recipe development; all aspects of food production process including relative aspects of the NSLP and commodities; record-keeping for food and supply storage, production and distribution; bulk purchasing; quantity cooking and large scale food handling practice; care and operation of commercial kitchen equipment; sanitation and safety procedures related to preparation, service and storage of menu items; supervision and training of personnel; computer operation including computer software, word processing and spreadsheet applications.

Abilities: Ability to: plan, organize, manage and direct food preparation and distribution activities for the central kitchen, school sites and catering including planning, production, assembly and distribution. Provide outstanding customer service. Supervise, train and evaluate assigned personnel. Prepare nutritious foods in quantity and deliver a safe, appetizing product. Gather, analyze and evaluate data to exercise sound judgment in planning and organizing work. Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Meet schedules and time lines. Work independently with little direction. Operate a motor vehicle, standard office equipment and food service/utensils.

Physical Effort/Working Environment: Indoor (includes walk-in refrigerator and freezer work for extended amounts of time) and outdoor work environment performed under significant temperature variations. Moderate physical effort; lift/move fifty (50) pound loads; push and pull large, loaded carts; use of disinfecting agents; stand for long periods of time, some climbing and balancing; frequent stooping, kneeling, twisting, turning, bending, stretching, crouching and/or crawling. Physical, mental and emotional stamina to endure meeting deadlines under sometimes stressful conditions. A pre-placement physical examination is required.

Licenses and Certifications: CPR, First Aid and Food Handler's certificates required and must be maintained. A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

Education: Completion of formal education or related work experience sufficient to ensure successful outcome of duties stated herein as well as the ability to pass listed required certificate exams.

West Sonoma County Union High School District

Classified Salary Schedule - Range 23

8 hrs per day, Work Year: School Year (School Year Instructional Days plus 2 days)

Approved: August 16, 2001

Revised: August 10, 2011