



PERSONNEL COMMISSION

Class Code: 5070
Salary Range: 26 (S1)

PRODUCTION CENTER SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center; assure food production and packaging schedules meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center; prepare food and meals for distribution to school sites and special programs and locations such as storefronts, Child Development Centers and Head Start sites; assure compliance with safety and sanitation regulations and distribution timelines. **E**
- Review site and program menus and meal service counts to forecast and determine appropriate gross quantities of food items for assembly, cooking or baking; adjust and extend recipes as needed to meet menu requirements and site meal counts. **E**
- Participate in the development of new recipes utilizing commodity food products; make recommendations regarding new menu items and variations on current recipes; maintain food quality standards including appearance and nutritional requirements. **E**
- Supervise and participate in the preparation and cooking of meats, soups, vegetables, gravies, sauces, baked goods and a variety of other items in large quantities to meet menu requirements, meal component equivalents, menu counts and operating timelines; assemble and mix a variety of ingredients and prepare salads and sandwiches. **E**
- Portion bulk quantities of food items for distribution; oversee and participate in the wrapping, arranging and storage of foods; weigh products to assure accurate portions; package, label and load carts with food items for distribution to sites and specific programs. **E**
- Monitor and maintain inventory levels of food, supplies and equipment for the Production Center and assigned units; conduct periodic and daily inventories; estimate and order appropriate amounts of food and supplies necessary for daily operations and emergency needs; assure availability of fresh products to meet production schedules. **E**

- Review delivery paperwork and compare inventory master lists with site orders; receive and inspect delivery of food and supplies; check orders and inventory lists for discrepancies; contact vendors regarding orders. *E*
- Make menu substitutions in accordance with established procedures; verify school site order changes and notify appropriate Nutrition Services personnel. *E*
- Participate in the coordination and implementation of emergency food production and distribution procedures; arrange for and expedite emergency deliveries and orders to warehouse loading docks. *E*
- Oversee and participate in the thawing, storage and rotation of food according to established guidelines and procedures; dispose of unusable leftovers; take and record freezer and refrigerator temperatures. *E*
- Prepare and submit a variety of records and reports related to assigned activities such as portion control, forecast reports, production reports, orders, daily work sheets, pack out reports, inventories and recipes. *E*
- Train and evaluate the performance of assigned staff; coordinate personnel to meet production schedules; assign and schedule rotation of personnel at work stations; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; train and supervise student workers. *E*
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; clean preparation surfaces and central kitchen appliances. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Compile payroll for assigned staff; assure completion and submission of time sheets; monitor absences and vacation hour balances; assure confidentiality of payroll information; arrange for substitute workers as needed. *E*
- Operate a computer and assigned software; input a wide variety of data related to food production activities; maintain automated records and generate computerized reports. *E*
- Operate and make minor adjustments to nutrition service equipment such as slicers, strainers, mixers, griddles, tilting skillets, warmers, wrapping and heat seal machines, ovens and can openers; arrange for major repairs as necessary. *E*
- Attend a variety of meetings and in-service trainings; drive a District or personal vehicle to conduct work and attend meetings. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Production Center Supervisor classification plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center. Incumbents work with a large variety of menus, order food items from outside vendors, work closely with warehouse personnel, assure food production and packaging schedules meet distribution timelines and assure the quality of items produced. Incumbents will be assigned to one of the four main units, Pastry

Production, Cook/Chill, Deli Sandwiches/Salads and Reconstruction with other areas of responsibility assigned in addition to the main units. The additional areas of responsibility may include: Ingredient Room, Pot Room, Vending, Slicing Room, Dock Distribution, Pack Out, Summer School, Parks, Nursery, Child Development Center programs, Head Start or Employee Scheduling. Incumbents may be expected to supervise additional units or areas as needed to assure smooth and efficient daily operations.

EMPLOYMENT STANDARDS**Knowledge of:**

Methods of cooking, baking and preparing food items in large quantities.
Methods of adjusting and extending recipes and proper substitutions.
Sanitation and safety practices related to the cooking, preparation and serving food in large quantities.
Operation of commercial kitchen equipment and utensils.
Principles and practices of training and supervision.
Laws, codes, rules and regulations related to assigned activities.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Inventory methods and practices.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Mathematical computations.
Proper lifting techniques.

Ability to:

Plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center.
Prepare, cook and bake food items in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Develop, follow, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate commercial kitchen utensils and equipment.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.

Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Graduation from high school. College-level coursework in institutional food management, quantity food preparation or a related field is preferred.

Experience:

Four years of institutional or commercial quantity food preparation experience including one year in a supervisory capacity or two years of experience as a Nutrition Services Supervisor III.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents must obtain a valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

Positions in this classification require possession of a valid California Class C driver's license and the use of a personal or District automobile. Applicants for this classification will be required to obtain, at his/her own expense, and submit, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Production center kitchen environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing and walking for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity and read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/1/2004

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