

ORANGE UNIFIED SCHOOL DISTRICT

SUPERVISOR – CENTRAL KITCHEN PRODUCTION LINE

DEFINITION

Under general direction, organizes and supervises food production, packaging and production schedules to meet distribution deadlines in compliance with proper food handling and storage; maintains food production facilities and equipment in a clean, sanitary and orderly condition in accordance with all safety rules. Supervises part-time workers and/or student helpers; and performs other related duties as required. This position reports directly to the Central Kitchen Manager.

DISTINGUISHING CHARACTERISTICS

Positions in this class monitor food production to ensure proper production, packaging and quantities are sent to each school and that sanitation standards are met. Incumbents are responsible for the immediate operation of the food assembly process in a central kitchen, assigning, monitoring and training assembly workers. They perform work which has some variation and which allows or required a limited range of choice in the application of defined production methods or procedures. Incumbents work under the pressure of strict delivery deadlines.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification performs work that involves some sitting and walking but standing a major portion of the time.

Incumbents perform work which involves frequent lifting, pushing and/or pulling of objects which may weigh approximately fifty (50) pounds and occasionally weigh up to one hundred (100) pounds. Positions in this class require the mobility to stand, stoop, reach and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Individuals in this class require close and peripheral vision, depth perception, accurate perceiving of sound and the accurate providing of oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

Working Conditions: Environmental conditions range from temporary exposure to extreme cold in large commercial refrigeration units and freezers, to the heat and vapors of the cleaning and cooking areas. Noise levels can be high. Incumbents may be required to work with harsh or toxic substances.

The ability to successfully meet time deadlines including routine and special schedules is a necessity in this work.

ESSENTIAL DUTIES

- Ensures compliance with proper food handling, storage and cleanliness requirements.
- Coordinates, in a timely and sanitary manner, the assembly, packaging and storage of prepared meals or component parts and ensures accuracy in the items and amounts of food measured and prepared.

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- Organizes the production line and assigns duties including clean-up; performs these duties skillfully and efficiently under strict schedules.
- Coordinates changes necessary to adjust for sudden unexpected food changes, overages or shortages.
- Supports recipes or directives given so that food usage data and counts are kept and met; and that all equipment is properly used and maintained.
- Monitors refrigerator/freezer temperatures.
- Trains personnel in the proper performance of duties; use, maintenance and cleaning of equipment; safe, efficient and sanitary work methods and practices.
- Reviews menu to determine the food, equipment, utensils and personnel requirements needed to meet production demands.
- Sets work schedules and maintains standards of quality in food production.
- Monitors and evaluates work procedures and makes recommendations for changes as appropriate.
- Collects appropriate data and prepares menu production work sheets.
- Communicates production needs with manager; directs and conducts required inventories, check in deliveries.
- Participates in district inservice programs, conferences and meetings as directed.

QUALIFICATIONS

Knowledge of:

- Food quality standards, production planning, scheduling and supervision principles.
- Proper, efficient use and care of modern food preparation, and transport equipment.
- Sanitation, health and safety principles applicable to food preparation and service.
- Efficient staff utilization procedures including priority scheduling and work simplification methods.
- Nutritional and operational requirements of the National School Lunch Act and related federal and state regulations.
- Effective human relations skills in working and communicating with others.
- Weights and measures used in food preparation.
- Basic English usage, writing and math.
- Safe working methods and procedures.

Ability to:

- Plan, coordinate and organize the work functions, people and other resources necessary to meet effective food production and transport requirements.
- Train and supervise employees.
- Follow standardized recipes and procedures.
- Set up, adjust and operate central kitchen food preparation, packaging, storage and transport equipment.
- Lift or carry pans, sacks, cans and boxes of foodstuffs found in large food preparation operations.

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- Maintain sophisticated food preparation, packaging and transport equipment in a clean and sanitary condition.
- Understand and carry out oral and written instructions.
- Establish and maintain good working relationships with those individuals contacted in the course of work.
- Make accurate arithmetic computations rapidly.
- Communicate effectively, both orally and in writing.
- Keep basic records and make reports as required.

TRAINING AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Training and Experience: Equivalent to graduation from high school; a good history with a minimum of two (2) years experience as a Senior Food Service Assistant, Central Kitchen Food Service Assistant or food processing classification is required. Some formal course work or on the job training in large scale kitchen food sanitation techniques, methods and equipment operations, food preparation, handling or packaging is preferred. Any combination of training and experience that could likely provide the desired knowledge and abilities.

Other Requirements

Completion of the mandated tuberculosis test and finger printing is required prior to or not later than the first day of work.

License: Some positions may require the possession of a valid California Motor Vehicle Operator's License and the use of an automobile.

Condition of Employment: Insurability by the District's liability insurance carrier.