

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Food Production Manager
CERTIFICATED/CLASSIFIED: Classified
REPORTS TO: Director of Child Nutrition Services
EVALUATED BY: Director of Child Nutrition Services

QUALIFICATIONS:

Knowledge of:

- Planning, organizing and scheduling the production, storage and distribution of food in large quantities. Commercial large quantity food production and packaging equipment operation.
- Principles and practices of kitchen safety and sanitation. Work simplification principles and methods.
- Record keeping techniques.
- School food service programs and meal program requirements. Oral and written communications skills.
- Supervision and training techniques.
- Interpersonal relations skills using tact, patience and courtesy.

Ability to:

- Plan and monitor food production and packaging in large quantities.
- Understand how to follow and develop recipes and how to calculate volume, weights and measurements.
- Plan and oversee use of commercial kitchen equipment for efficiency and safety. Plan and organize work to meet schedules and time lines.
- Maintain records and prepare reports. Communicate effectively both orally and in writing. Work independently with little direction.
- Train and supervise Child Nutrition personnel.
- Add, subtract, multiply and divide 4-digit numbers, including decimals and fractions. Attend meetings and workshops as directed; conduct staff meetings.
- Understand and carry out oral and written instructions.
- Understand and follow policies, procedures, rules and regulations.
- Establish and maintain effective relationships with those contacted in the course of work.
- Must be able to apply safety and sanitation regulations.

Education and Experience:

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. This position requires a High School diploma or equivalent, plus two years of experience. A typical qualifying entrance background is supervisory-level experience in large quantity institutional or commercial food production, packaging and handling and completion of formal training in large quantity food preparation, work simplification, sanitation and safety, and supervision and training.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Under general direction, to manage the operation of a large quantity food production program, to exercise lead supervision over a large, specialized staff in food preparation, packaging and delivery; to order, requisition, and account for food stuffs and supplies; and to do other related work as directed.

Incumbents are not designated as a first-level supervisor; however, incumbents prepare draft performance evaluations for the approval of the Director, participate in evaluation conferences and hiring interviews, schedule, assign and modify work, and implement approved corrective action.

TYPICAL DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Plan, organize, participate and supervise in the operation of a large central kitchen; work effectively in building and supporting teamwork.
- Review monthly District menu. Prepare daily site menu following U.S.D.A. Guidelines. Develop work production plans for stations; discuss work assignments with personnel; follow District menu for food production, making appropriate substitutions as needed; develop recipes and test food products; plan the use of commodities.
- Establish procedures, supervise and assist in the preparation/cooking, storage and distribution of food in large quantities; maintain standards of efficiency and sanitation in food preparation, handling, packaging, storage and distribution; maintain a safe work environment
- Estimate, order, and authorize purchases of food, supplies, produce, and dairy products based on written menu and products designated by the Director; monitor timely use and rotation of foodstuffs; evaluate and report on quality of foodstuffs received; receive and store incoming foodstuffs, products and supplies.
- Train, schedule, supervise and evaluate the performance of food center personnel; provide training of food center personnel and substitutes to assure familiarity with all stations, work simplifications, sanitation and safety; assign food center personnel to work in school site kitchens, as needed.
- Prepare and maintain a variety of records and reports involving production, inventories, costs, distribution, and personnel; count money and prepare bank deposit.
- Oversee the operation of all stations to assure timely preparation and distribution of food according to school schedules including but not limited to summer school and after school programs; receive meal counts from schools and adjust production accordingly; monitor loading of delivery vehicles to ensure that necessary components are loaded in appropriate quantity.
- Prepare District work orders for repairs to food services facilities and equipment; call approved vendors to make repairs which are not available within the District.
- Serve on assigned committees and teams. Participate in District-mandated training and retraining programs.
- Perform related work as assigned.

LICENSES AND CERTIFICATES:

Valid California driver's license.

Valid food safety certificate issued by an approved and accredited provider of a food safety certification examination per California *Health and Safety Code, Section 113947*.

Perform 10 hours of annual continuing education/training units as required by 7CFR210.

Essential Functions:

Frequency Key: (1) None; (2) Occasional – up to 25% of shift; (3) Intermittently – up to 50% of shift; (4) Frequently – up to 75% of shift

Activity	Frequency	Activity	Frequency
Bend	4	Lift/carry 0 – 10 lbs	4
Twist	4	Lift/carry 11 – 25 lbs	3
Squat	3	Lift/carry 25 – 50 lbs	2
Kneel	2	Lift/carry 51 + lbs	1
Climb	2	Stand	3
Reach above shoulder	3	Walk	3
Grip/grasp	4	Sit	3
Extend/flex neck	3	Drive	2
Use right hand	4	Perform repetitive hand motions	4
Use left hand	4	Keyboarding/mouse work	3
Ability to see	4	Ability to hear	4
Taste	2	Smell	2