

**NUTRITION SERVICES PRODUCTION MANAGER****DEFINITION**

Under direction of a Nutrition Services Area Supervisor, plans, organizes, coordinates and manages the day-to-day food preparation, packaging and distribution activities in a central production kitchen facility serving half of the District schools and assigned contracted programs; trains, directs work and evaluates the performance of assigned central production kitchen staff; performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

**TYPICAL DUTIES**

Plans, organizes, coordinates and manages food preparation, packaging and distribution activities and personnel in a central production kitchen facility; serves as floor manager and oversees and participates in the preparation of food items for a middle school site and contracted programs in accordance with food service schedules. Performs skilled cooking duties and coordinates production and dispatch of sliced meats, pot items, sauces, cheese, salads, dressing and other foods for District school sites; assures compliance with government regulations and established sanitation and cleaning practices; develops, follows, tests, adjusts and extends recipes, adhering to governmental regulations, student tastes, commodities available and nutrition requirements. Estimates and orders appropriate quantities of food items, prepackaged prepared foods, and supplies from the nutrition warehouse and private vendors in accordance with menus and the production plan. Communicates with administrators and faculty at assigned school site regarding food for special activities; assists in planning and coordinating food service for catered events.

Sets up computer and terminals for cashiering functions; performs cashier duties, receiving money, cards, or numbers from students and staff for paid, pre-paid, free and reduced meals. Checks money counts from each cash drawer, compares to transaction journal, checks for overage/shortage and prepares money for deposit. Inputs data into the computer; prepares and maintains a variety of records and reports including food supply orders, requisitions, transaction journals, cash and dispatch sheets, bank deposit slips, safety forms and others; reviews negative balance reports and collects monies owed the District.

Assigns and evaluates the work of nutrition services assistants, substitutes and student workers; trains in food preparation, clean up and sanitation and use of commercial kitchen equipment and appliances; assists in interviewing and selecting food service personnel. Oversees production activities in kitchen, making routine and emergency decisions in response to food spoilage, non-delivery of food, shortages and other situations. Oversees the taking of periodic inventory of food and other items. Reviews planned menus and provides input regarding workload, available equipment, participation and meal appearance, color and texture; makes suggestions for change. Receives production and serving records from school sites, assures regulations are followed and confers as necessary. Confers with site administration, staff, parents, and organizations regarding concerns of the food service program. Attends staff meetings, workshops and conferences regarding school food service programs and disseminates information to staff as appropriate; performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The **Nutrition Services Production Manager** reports to the Nutrition Services Area Supervisor and oversees the operation of a central production kitchen facility, including a school site. Incumbents also serve as head production cook and supervises the preparation, packaging and distribution of food items to all assigned satellite sites. The **Nutrition Services Area Supervisor** reports to the Director, Nutrition Services and plans, organizes, and directs the operation of a major departmental facility (such as a central production kitchen or the nutrition

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warehouse) and a number of school site kitchens within an area of the District. Analyzes information and provides input to the Director regarding workloads, staffing, scheduling, equipment needs, storage, food costs, participation and other nutrition services operations. The **Nutrition Services Site Manager I** reports to a Nutrition Services Area Supervisor and coordinates, manages and participates in the food service operation at an elementary or K-8 (non- production) school site kitchen facility. The **Nutrition Services Site Manager II** reports to a Nutrition Services Area Supervisor and coordinates, manages and participates in the food service operation at a middle (non-production) school site kitchen facility. The Manager I and II are distinguished by the latter having a greater number of food programs, employees to manage, entrees served, and points of service (e.g. a la carte stations, food windows etc). In addition, the cash handling for the Manager II is much greater (multiple cash terminals) and food ordering is more complex.

### **EMPLOYMENT STANDARDS**

**Knowledge of:** Methods, procedures and equipment used in the quantity preparation, cooking, serving and storage of food; principles and methods of work leadership, direction and training; governmental regulations pertaining to food groups, nutritional needs of school aged children, substitutions, portion control and container sizes; health, safety and sanitation regulations and practices relating to cooking, storage and serving of food; procedures relating to ordering and receiving foods; operation of commercial kitchen equipment; stock rotation and inventory methods; basic personal computer operations; record keeping practices; basic mathematics.

**Ability to:** Plan, coordinate, organize, manage and participate in the food preparation and distribution activities in a central kitchen production facility; perform skilled food preparation duties to produce food items for a middle school and other school site kitchen facilities; operate commercial kitchen equipment; serve as floor manager and assure the timely production and delivery of food items to assigned school site kitchen facilities; oversee and assure proper cleaning and sanitation of the kitchen facility, serving areas and equipment; determine appropriate quantities to prepare according to participation estimates; order food and supplies; complete and maintain complex records accurately; operate a personal computer and learn to utilize specific nutrition program software; perform basic mathematical calculations; work independently and make both routine and emergency operational decisions with minimal supervision; gather, analyze and evaluate data to exercise sound judgment in planning and organizing work; perform assigned duties in an organized and efficient manner in accordance with established timelines; be flexible and able to adapt to changes in routine and duties; establish and maintain cooperative and effective working relationships and rapport with administrators, co-workers, school staff, parents, vendors and others; train, provide work direction and evaluate the work of others; and obtain a Food Handler's Certificate.

**Essential Physical Activities and Work Environment:** Sufficient stamina to stand, walk, climb, kneel, reach, twist, crouch, squat, balance and bend in the performance of food service functions; strength to regularly transport cases of milk, food boxes and trays, and other objects weighing up to 50 pounds; sufficient finger dexterity to operate kitchen/office equipment and grasp, push, and pull heavy equipment and objects (e.g. food and serving carts, storage racks, materials, supplies, etc.) weighing approximately 100 lbs; sufficient stamina to perform moderate to heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas and read fine print. Work is performed in a school food service facility and incumbents are exposed to temperature extremes and occasionally outdoor environments.

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**Typical Background:** Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be graduation from high school or recognized equivalency supplemented by course work in sanitation, nutrition, work leadership, sanitation and safety and two years of increasingly responsible supervisory or lead experience in institutional quantity food preparation at least at the level of a Nutrition Services Site Manager I. Quantity food preparation in an institutional or school site central production kitchen facility is desirable.

**License and/or Certificates:** Valid Food Handler's Certificate.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.