

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CENTRAL KITCHEN and CATERING SUPERVISOR (Certified Chef)

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services, plan, organize, control and direct food preparation and distribution activities in the Central Kitchen including planning, production and assembly of food for school sites; complete purchase requisitions and special order food items; prepare a variety of reports for various food service programs; plan, coordinate and manage a variety of catering events, functions and private contracts for the District; supervise and evaluate employees assigned to the Central Kitchen and Catering.

REPRESENTATIVE DUTIES:

Plan, coordinate and supervise the ordering, preparation and transporting of foods and supplies throughout the District. **E**

Test and standardize recipes to meet strict nutritional standards as required by the National School Breakfast, Lunch, and Snack Programs. **E**

Supervise, train and evaluate the performance of assigned staff, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

Review and evaluate site meal counts to assure necessary food items, equipment, utensils and staffing requirements are met for services and production requirements. **E**

Assure food production methods utilized in the central kitchen to meet HACCP regulations; assure proper sanitary principles and safety rules and practices are observed according to County Health regulations. **E**

Authorize usage of various food products and procedural changes as necessary to meet central daily production requirements and other program guidelines meeting nutritional requirements. **E**

Prepare bids and specifications for foods and supplies. **E**

Assure proper record-keeping procedures are followed in storage, production and distribution; assure Central Kitchen and catering payroll and supporting documents reports are completed accurately and in a timely manner. **E**

Coordinate Central Kitchen equipment repair activities in the Central Kitchen with appropriate CNS personnel. **E**

Drive a vehicle to obtain food and supplies from local vendors and transport to Central Kitchen and other District sites. **E**

Plan, coordinate and manage a variety of catering events, functions and private contracts for the District. **E**

Schedule catering events; receive catering orders; oversee the set-up and preparation of foods, decorations and supplies for various events; assure proper and timely delivery of foods and supplies. **E**

Prepare billings for catering events and functions; oversee financial management of catering functions. **E**

Prepare and maintain a variety of records and reports related to personnel, and catering events, functions and private contracts. **E**

Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**

Recommend departmental policy, procedural, program and standard changes and participate in department long-range planning to increase participation.

Assist in merchandising and promotion of department programs to the District's community.

Operate a computer and other office equipment as assigned. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of food services management.
- Principles and practices of supervision and training.
- Principles of quantity food preparation and nutrition.
- Procedures related to ordering, receiving and storing foods.
- National School Lunch and Breakfast program requirements.
- Quantity food preparation, menu design and recipe development.
- Nutrition, menu planning and methods of preparing and serving foods.
- Financial management of catering functions.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Rules and regulations pertaining to health and safety in non-commercial operation.
- HACCP regulations and procedures.
- Methods employed in the use, cleaning, sanitation and maintenance of modern kitchen and cafeteria service equipment.
- Computer software, word processing and spreadsheet applications.
- District programs at each school site, catered events and private contracts.

ABILITY TO:

- Plan, organize, manage and direct food preparation and distribution activities for the Central Kitchen and catering including planning, production and assembly of food for school sites.
- Supervise, train and evaluate assigned personnel.
- Prepare foods in quality, 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.
Operate a computer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from a recognized culinary school or five years experience in a commercial or non-commercial food production center including at least three years in a supervisory position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid Food Handler's Card issued by San Diego County.
Obtain certification under the American Culinary Association within one year of employment.
Obtain certification in ASFSA within one year of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen and office environment.
Driving a vehicle to conduct work.
Indoor and outdoor environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to observe sites.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.