

## VISTA UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: CENTRAL KITCHEN COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of 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 oversee catering events, functions and private contracts for the District; lead the work and provide input on evaluations for the employees assigned to the Central Kitchen and Catering.

#### **REPRESENTATIVE DUTIES:**

Plan, coordinate and oversee 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**

Train and provide input for evaluations of Central Kitchen staff. **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**

Provide input about the usage of various food products and procedural changes as necessary to meet Central Kitchen daily production requirements and other program guidelines meeting nutritional requirements. **E**

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

Communicate Central Kitchen equipment repair needs 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 oversee 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. **E**

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

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

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 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.
- 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, and oversee food preparation and distribution activities for the Central Kitchen and catering including planning, production and assembly of food for school sites.
- Prepare foods in quality, quantity and deliver a safe, appetizing product.
- 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 collaborative, cooperative, and effective working relationships.
- 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 at least 3 years in a central kitchen environment (high production environment) experience supplemented by applicable education and/or training.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid Food Handler's Card issued by San Diego County.

**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.

Approved by Personnel Commission: 4/9/2013