

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Food Production Supervisor

II. **Definition**

Under direction of the Manager, supervises the food service activities in a culinary center/ central kitchen, and do related work consistent with the job description.

III. **Examples of Duties**

Develops menus and establishes procedures, plans and implements the activities of the Food Services Department in assigned location; makes work schedules and assigns duties to the staff; plans for procuring the proper kinds and amounts of foods and supplies needed for specific time periods; prepares order forms and menu worksheets; plans the storage of all foods and supplies to maintain adequate fresh stock in good condition and avoid overstocking; plans the preparation of food while considering basic nutritive needs, kinds and amounts of foods available, the number of Food Service employees and their skills, availability of equipment, selection of recipes and procedures; trains assistants; orders, processes and inventories all food, supplies, small equipment and equipment repair; checks the quality, quantity and kind of items delivered; verifies delivery and invoices against orders; participates actively in the storage of foods and supplies, preparation and serving of food, and in the maintenance of production and service areas and food service equipment; supervises preparation of personnel reports including time sheets; prepares daily sales reports; reports need for major equipment repair or replacement; supervises and is responsible for the activities of assistants in all food preparation and service activities.

IV. **Distinguishing Characteristics**

V. **Employment Standards**

A. **Knowledge of:**

Principles of nutrition, food preparation, and quantity food preparation, sanitation and safety, service, and inventory control, food cost analysis, record keeping, personnel management, work simplification, customer service, marketing, computers;

Procedures for computing quantities of food and supplies needed.

B. **Ability to:**

Meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships;

Understand and carry out oral and written instructions lesson plans and training schedules;

Train for food preparation, serving and management skills;

Use, maintain and make recommendation of institutional food service equipment;

Meet the food and nutrition needs of the school community.

C. Education/Training/Experience:

Completion of the twelfth grade plus 30 units of college training in food service management, dietetics technician, or equivalent, or any combination of education, experience and training which meets or exceeds standards of knowledge, skills and abilities listed above, and willingness to continue professional growth classes.

A minimum of five years of diversified school food service experience with a satisfactory performance in a series of varied and increasingly responsible duties or the equivalent of this experience

D. Licenses/Certificates:

VI. Specific Qualifications

Must pass District Promotional test requirements for this position.
Valid California Drivers License required.
Serv-safe certificate required.

Date Board Approved 11/21/2006

Range 22A 9.5 Months

Job Class: 4571

RB/cd/GR/sgl