

**SAN JOSE UNIFIED SCHOOL DISTRICT**  
**San Jose, California**

**Title:** Supervisor, Food Production

**Reports to:** Director, Student Nutrition Services

**Supervises:** Cooks, Food Service Assistants I & II, Culinary Center Utility Workers I & II and Bakers.

**Job Goal:** Under direction of the Director, Student Nutrition Services supervises the food service activities in a culinary center/ central kitchen, and does related work consistent with the job description.

**Performance Responsibilities:**

1. Develop menus.
2. Establish procedures, plans and implements the activities of the Food Services Department in assigned location.
3. Make work schedules and assign duties to the staff.
4. Plan for procuring the proper kinds and amounts of foods and supplies needed for specific time periods.
5. Prepare order forms and menu worksheets.
6. Plan the storage of all foods and supplies to maintain adequate fresh stock in good condition and avoid overstocking.
7. Plan for the preparation of food while considering basic nutrition needs, kinds and amounts of foods available, the number of Food Service employees and their skills, availability of equipment, selection of recipes and procedures.
8. Train assistants.
9. Order, process and inventory all food, supplies, small equipment and equipment repair.
10. Check the quality, quantity and kind of items delivered.
11. Verify delivery and invoices against orders.
12. Participate 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.
13. Supervise preparation of personnel reports including time sheets.
14. Prepare daily sales reports.
15. Report need for major equipment repair or replacement.
16. Supervise and be responsible for the activities of assistants in all food preparation and service activities.
17. Evaluate employees as appropriate.

**Qualifications:**

1. Knowledge of principles of nutrition, food preparation, and quantity food preparation.
2. Knowledge of sanitation and safety, service, and inventory control, food cost analysis and record keeping.
3. Knowledge of personnel management, work simplification, customer service, marketing and computers.
4. Knowledge of procedures for computing quantities of food and supplies needed.
5. Ability to meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships.
6. Ability to understand and carry out oral and written instructions, lesson plans and training schedules.
7. Ability to train for food preparation, serving and management skills.
8. Ability to use, maintain and make recommendation of institutional food service equipment.
9. Ability to meet the food and nutrition needs of the school community.
10. Ability to work collaboratively and effectively with school site managers and leads.

11. 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.
12. 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.
13. One to three years of experience in commercial or institutional food preparation.
14. Minimum of two years supervisory experience.
15. Valid California Drivers License required.
16. Serv-safe certificate required.

**Terms of Employment:**

Salary Placement: Range 7 (\$55,114.75 - \$66,992.33)  
Work Year: 226 days

**Evaluation:** Performance of this position will be evaluated in accordance with provisions of the Administrator Evaluation Process.