



CLASS TITLE: ASSISTANT CENTRAL KITCHEN MANAGER

WORK YEAR: 12 Months

VACATION: 27 Days

REPORTS TO: CENTRAL KITCHEN MANAGER

BASIC FUNCTIONS:

Under the direction of the Central Kitchen Manager, plan schedule and oversee the daily operations in production of 35,000 meals per day, additional food service programs and supervision of District's Central Kitchen staff. Manage the various food production departments; supervise, train, and direct staff to meet timelines and ensure quality of all meals being delivered to all sites. Assure proper handling and storage of food; maintain current receiving, requisition and inventory records; prepare periodic reports; train and direct the performance of assigned staff. Participate within the local culinary community as an advocate for both the district and school lunch program. Implement and maintain HACCP plan and policies to ensure safety of all food items at all times.

REPRESENTATIVE DUTIES:

Supervise, direct, and train in the assembling, packaging, loading, storage, and transport of prepared foods. Appropriate use and care for conveyors, cook chill, refrigeration, conventional ovens and baking equipment.

Perform all the duties of the Central Kitchen Manager in their absence including the managing role of the entire kitchen operation. Supervised positions include Chef/Catering Supervisor, expeditors, production staff, warehousemen, drivers, custodian, and utility worker.

Plan, schedule, and supervise the work of food service employees and drivers. Oversee and coordinate several assembly line processes, supervise the production floor and staging rooms, warehouse and dock area.

Ensure the quality of all food items coming into and going out of the Central Kitchen facility; checking the texture, temperatures, wrapping, labeling, and staging in proper temperature rooms. Making sure production timelines are met and deliveries are on time.

Prepare and manage the pull ticket process for departments to prevent work flow issues. Ensure department needs are met.

Evaluate the performance of assigned staff; notify Central Kitchen Manager of work load and scheduling problems as necessary. Review, analyze, and modify work procedures and methods.

Analyze and compare food orders from school units with available historical data; identify questionable orders and take appropriate action to reconcile potential discrepancies; monitor food product on hand to assure availability of menu items for distribution; communicate with serving kitchen and sites to resolve ordering, supply, distribution and serving problems.

Perform final food product review and authorization for delivery to school sites.

Supervise and participate in the implementation and operation of the district's Summer F.E.E.D.S. program.

Inspect and identify shipments of materials, equipment and supplies received to assure compliance with purchase order specifications; identify and report shortages, damaged goods or other discrepancies.

Supervise and participate in the process of inventory; input data into system, and conduct double check counts with staff in all areas.

Conduct grievances at Level I in the assigned area; assist with screening and interviewing job applicants; maintain attendance records for assigned staff.

Monitor, review, correct, and submit records and reports prepared by subordinate staff.

Manage menus, to include recipe development, production, and supervision in all aspects of the Nutrition Services District menus.

Monitor payroll-related record keeping and assure proper reporting of time worked and absences.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Materials, equipment and supplies used in a Nutrition Services facility.

District organizations, operations, policies, objectives, and timelines.

Oral and written communication skills.

Technical aspects of field of specialty.

Principles and practices of supervision, training and providing work direction.

Business practices related to the purchase, shipment and receipt of goods.

Record-keeping and report preparation.

Fundamentals of nutrition.

Advanced concepts of work simplification, safety, sanitation, HACCP procedures, and work scheduling as applicable to district-wide food service operations.

Advanced principles of large quantity food preparation, distribution and serving materials, methods and equipment.

Food ordering and storage practices.

Proper utilization and care of food service equipment.

Ability to:

Make arithmetic calculations quickly and accurately.

Establish and maintain effective and cooperative working relationships with others.

Operate a delivery vehicle and observe defensive driving practices.

Maintain accurate and current records of stockroom transactions.

Read, interpret and follow rules, regulations, policies and procedures.

Utilize a computer terminal to make entries into established programs, and to generate reports.

Compose routine narrative reports and correspondence.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Graduation from high school with at least 3-5 years' experience at a supervisory or management level in a large institutional food service facility.

Any other combination of training and/or experience which demonstrates the applicant possesses the required knowledge or abilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid Food Handler's card issued by Riverside County.

Must obtain a Serve Safe certification within six (6) weeks of employment.

WORKING CONDITION ENVIRONMENT:

Office and Central Kitchen environment.

Driving a vehicle to conduct site visitations.

Subject to extreme heat and extreme cold.

PHYSICAL ABILITIES:

Walking, sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard and warehouse equipment.

Lifting, carrying, pushing and pulling heavy objects and unload heavy supplies and equipment.

Bending at the waist.

Reaching overhead, above the shoulders and horizontally to retrieve and shelf supplies.