



RIALTO UNIFIED SCHOOL DISTRICT SUPERVISORY

CHILD NUTRITION CULINARY CONNOISSEUR

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assist in planning, coordinating, and supervising the preparation, assembly, packaging, delivery, and serving of food at a central kitchen and various District sites; assist with training, supervising, and providing input for evaluation of assigned staff; supervises the production of all meals such as, but not limited to, breakfast, lunch, snack, supper, catering, and lounge: develop recipes, including meal contribution calculations, costing, production and presentation; assist in preparation and establishment of menu; perform other job-related duties as assigned and/or as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Serves as manager of the central kitchen food production and catering programs and activities involved in the preparation of food and rethermalization; supervise and participate in the cleaning of production and employee areas.
- Plans, assign and supervise the preparation, cooking, portioning and packaging of foods for various sites and functions.
- Assist in planning and implementing approved programs in cost control, employee training, quality control, department accountability, food preparation, and delivery.
- Inspect foods for taste and appearance; maintain the highest standards in food quality, sanitation and safety, according to federal, State, local and District rules and regulations.
- Develop and maintain a production records system that complies with United States Department of Agriculture guidelines and regulations.
- Work with Nutrition Services Supervisors, Child Nutrition Program Innovator, and other department personnel to execute special student activities and program marketing (e.g. taste tests, barbeques, catering event, etc.)
- Conduct recipe development, with a focus on nutritious menu choices and efficient utilization of commodity food, including crediting, scaling, and recipe costing.
- Coordinate supplies for special catering requests; assist in booking, planning, organizing and conducting catering events and functions.
- Prepare food; schedules, routes, and deliver food items utilizing the catering delivery truck or other vehicle.
- Monitor food and supply inventories; prepare requisitions and ensure availability of menu items; coordinate food item distribution to appropriate departments.
- Analyze and compare food usage data from school units with available historical data.
- Communicate with serving kitchens and sites to resolve distribution problems or concerns; conduct safety meetings.
- Train and supervise assigned personnel; provides input for performance evaluations of assigned personnel.
- Prepare and execute production schedules in order to maximize the utilization of personnel and equipment; ensure proper utilization, care, and repair of equipment.
- Consult with department personnel for recipe development and quality control; utilize

NUTRITION SERVICES PRODUCTION MANAGER

automated record and to generate reports.

- Perform other job-related duties as assigned and/or as required.
- Occasional evening and weekend work required.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Modern methods, procedures, techniques, and terminology used in the preparation, cooking, baking, presentation, and serving of large quantities of foods and baked goods.
- Basic requirements of the National School Breakfast and Lunch programs.
- Methods, techniques, and strategies of organization, supervision, and employee training and evaluation.
- Work safety practices and procedures.
- Techniques of menu design, recipe development, and food preparation and production.
- Sanitation and food safety procedures.
- Proper English usage, grammar, spelling, and punctuation.

ABILITY TO:

- Plan, assign, schedule, train, review and assist in the evaluation of the activities and work performed by assigned personnel.
- Apply federal, State, and local laws, regulations, and procedures involving school food preparation, distribution, and service.
- Operate all equipment used in a production kitchen.
- Coordinate the flow of raw materials to produce the highest quality product; work with quantity recipes and food formulation, including alteration of recipes, to increase yield and production quality.
- Prepare and create a wide variety of cuisines, including traditional and contemporary fare.
- Perform mathematical calculations with speed and accuracy.
- Train and supervise food service personnel.
- Work competently under pressure and meet deadlines.
- Prepare clear, complete, and concise reports, correspondence, directives, recommendations, and procedures.
- Operate a computer input/output device to utilize applicable word processing and record keeping programs.
- Operate a computer using word processing, spreadsheet, e-mail and other software related to the operation of Nutrition Services
- Communicate effectively both orally and in writing.
- Understand and implement oral and written directions.
- Interact with the students, public and the general educational community in a tactful and courteous manner.
- Establish and maintain cooperative working relationships.
- Work independently with minimal direction.
- Demonstrate flexibility in relation to work schedule and assignments.

EDUCATION AND EXPERIENCE:**EDUCATION:**

NUTRITION SERVICES PRODUCTION MANAGER

Requires completion of a two-year college, with an Associate's degree in Culinary Arts or an apprenticeship program offered by a professional culinary institute or trade industry association.

EXPERIENCE:

Two years of paid experience in the operation of multi-site, commercial, large quantity food preparation, packaging and distribution as a chef. Position in a supervisory capacity preferred.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Verification of a valid California Motor Vehicle Operator's license.

Insurability by the District's liability insurance carrier may be required.

An approved and accredited Food Safety Certificate is required at time of employment and must be renewed every five years.

Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.

PREFERRED QUALIFICATIONS:

Supplemental training or course work in food preparation, safety, sanitation, or other related areas is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen and cooking facilities work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds.
- May sit or stand for extended periods of time; may be required to work for long periods of time in refrigerator/freezer units.
- May be required to bend, stoop, kneel, crouch, reach above shoulder level, and/or to ascend and descent a step stool or step ladder, stairs, scaffolding, and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be able to provide oral information, both in person and over the telephone/other communication devices.
- Must possess the manual dexterity to operate business-related equipment, and to handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

NUTRITION SERVICES PRODUCTION MANAGER

POTENTIAL HAZARDS:
N/A

Board Approval Date:

Revision Date: