

PRODUCTION MANAGER – CLASS 1**QUALIFICATIONS:**

1. High school diploma or equivalent and/or certification as a production kitchen manager with previous experience preferred.
2. Ability to lift 15-65 pounds.
3. Ability to withstand a wide range of temperatures.
4. Ability to stand and walk on hard floors 90% of the time.
5. Ability to work with chemical agents.
6. Ability to work with various school personnel and the public.
7. Ability to supervise and assist in evaluating food service staff at least 6 months quantity cooking experience.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
9. Computer literacy & knowledge of programs.
10. Supports the Director in decisions made concerning the well being of the Food Service Department.

REPORTS TO:

Food Service Director

SUPERVISES:

Food Service personnel under his/her jurisdiction

JOB GOALS:

To ensure the smooth and efficient operation of the Food Service Department for the ultimate health, comfort, and benefit of the students.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the preparation and serving of food in conjunction with the Lead Cook/Manager at each school.
2. Assures that standardized recipes and portion controls are followed.
3. Supervises the food service staff by training, enforcing work schedules, assigning and directing work, enforcing work production standards, evaluating work performance, and recommending disciplinary action, including random spot checks.
4. Responsible for ordering the appropriate quantities of food, spices and supplies, chemicals with assistance from Lead Cooks, checks with ordering from various suppliers. Prepares credits, returns, and codes invoices according to budget category. Checks goods received against requisitions, purchase orders, and invoices, and codes such according to budget account numbers.
5. Directs that periodic inventories of food and supplies are taken.
6. Reviews and monitors the approved cleaning and safety practices to ensure that sanitary and safe conditions are maintained in the kitchen, food serving areas, and the dining area per school, and recommends changes for improvement.
7. Maintains food quality standards, including taste and appearance.
8. Recommends corrections and assists with maintaining food quality standards, including taste, appearance, and acceptability.
9. Gathers information from all schools regarding the inspection of the return trays for food eaten verses waste and refers these concerns to the Food Service Director.
10. Has the ability to explain and monitor to assure that meals meet the meal requirements specified by the U.S. Department of Agriculture and the state.
11. Follows prescribed procedures to protect the anonymity of students who qualify for free and reduced price meals.
12. Utilizes cost control procedures to avoid unwarranted Food Service Operating costs and to stay within budgeted funds, as evidenced by monitoring food waste, completing rebates, etc.
13. Oversees the initiation and follows through requests for equipment repairs or replacement.
14. Oversees and follows through the implements of security measures to prevent vandalism and theft.
15. Participates in personal enrichment and professional growth programs.
16. Assists schools in adjusting recipes according to past counts/past use and the projected daily count.
17. Completes the district food production records and maintains the records on file.
18. Replaces staff when call-ins are made and will fill in positions when needed.
19. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.
20. Assists and maintains a positive attitude with other staff and departments.
21. Set a positive attitude and promote team work within the Food Service Department and other entities within the school district.

MUST HAVE THE ABILITY TO:

1. Work within a framework of multiple and complex regulations.
2. Supervise, train, and evaluate the work performance of Food Service Staff.
3. Make arithmetic computations and keep accurate records.
5. Attend training classes and meetings.

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 8 hours per day, excluding ½ hour of duty free lunch, unless other arrangements are made by the supervisor and approved by the District Administrator.

The yearly number of days worked in a school fiscal year shall normally be 182 days excluding holidays unless a different work schedule is approved by the District Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.