

Production Manager/ Farm to School & Marketing Supervisor- Class 1

Qualifications:

1. High School Diploma or equivalent. Previous in Production Food Service 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, the public and use marketing to promote the Food Service Department.
7. Ability to supervise and assist in evaluating food service staff and at least 6 months of quantity cooking expertise.
8. Such alternatives to the above qualifications as the Boards 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 and Farm to School/ Marketing programs 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/Kitchen Manager at each school.
2. Assures that standardized recipes and portion controls are followed, as well as assists in adjusting recipes according to meal count needs.
3. Supervises the Food Service Staff by training, enforcing work production standards, reviews and monitors the approved cleaning and safety practices to ensure that sanitary, secure, and safe conditions are maintained in the kitchen and serving areas and recommends changes for improvement.
4. Maintains food quality standards including taste and appearance and recommends corrections as needed.
5. Responsible for ordering the appropriate Quantities of food, supplies and chemicals with assistance from Lead Cooks, maintains communication with various suppliers, prepares credits, returns, and codes invoices according to budget category. Check goods received against purchase orders and invoices and codes such according to budget account numbers.
6. Utilizes cost control procedures to avoid unwarranted Food Service Operating costs and to stay within budgeted funds as evidenced by completing rebates, monitoring food waste, and refer concerns to the Food Service Director.
7. Has the ability to explain and monitor to assure that meals meet the requirements specified by the U.S. Department of Agriculture and the State.
8. Follows prescribed procedures to protect the anonymity of students who qualify for free and reduced price meals.
9. Oversees and follows through with work order requests for equipment repairs or replacements.
10. Participates in and coordinates staff in finding and completing the required training for the Professional Standards for School Nutrition Professionals, Food Safety Certifications and Level 1,2, & 3 Certifications Maintains records and certificates.
11. Assists as needed in the completion of the district food production records, ensure the records are correctly filled out and maintains the records on file, along with monthly sanitation and cleaning logs. Completes yearly inspections with the Local Sanitarian.
12. Leads a Farm to School program that introduces and promotes locally grown foods to students and families monthly, along with marketing programs that encourages participation the school nutrition program with fun activities and promotions related to nutrition education. Assists in student feedback activities such as surveys, food sampling, and discussions.
13. Performs tasks and assumes other responsibilities in which the Director may assign.

14. Sets and maintains a positive attitude, promotes team work within the food service staff and within the school district.

MUST HAVE THE ABILITY TO:

1. Work within a framework of multiple and complex regulations.
2. Supervise and train Food Service Staff.
3. Make math computations and keep accurate records.
4. Attend training classes and meetings.

WORK SCHEDULE:

The work days shall be established by the Director but shall not exceed 8 hours per day, excluding 1/2 hour duty free lunch, unless other arrangements are made by Director and 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.