



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Central Kitchen Food Production Supervisor

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Central Kitchen Director & Central Kitchen Coordinator

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The role of the Central Kitchen Food Production Supervisor is to supervise and participate in the operation of a central kitchen and satellite kitchen, providing meals (breakfast and lunch) for students and adults in a School Nutrition Program in accordance with regulatory agencies and administrative guidelines.

### **QUALIFICATIONS:**

- A high school diploma or equivalent is required. Sufficient education to have skills in reading, arithmetic and record keeping and use of computer programs is required.
- Completion of the 15 hour Food Service Manager's Sanitation Course or equivalent is required.
- Completion of courses pertaining to quantity food preparation food service management and nutrition as it relates to the School Nutrition Program, sanitation and safety, and supervision is required.
- Completion of at least one summer workshop sponsored by the Texas School Food Service Association, or the Texas Education every three years is desirable.
- Three years' experience in commercial or institutional quantity food preparation, including the preparation and serving of a major food component for at least 100 meals per day is required.
- Experience in supervision of food service employees and in preparing and serving varied and balanced menus is required.
- Experience in menu planning, food ordering, and food service record keeping is desirable.

- Use of an automobile is required.
- Three years' experience as a Food Service Supervisor is required.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Supervises and participates in the preparation, cooking, and distribution of food and supplies for students and adults.
2. Maintains quality standards by assuring that standardized recipes, price schedules and portion controls are followed. Tests food and recipes.
3. Assists in periodic inventory of foods, supplies, and equipment making corrections as needed.
4. Assists the Food Service Director and Central Kitchen Supervisor in planning and usage of leftovers.
5. Implements and maintains established sanitation and safety practices to maintain sanitary and safe conditions in the kitchen and of distribution areas. Analyzes and develops improvements.
6. Assists in maintaining required records and reports necessary which requires inputting information into programs for the integrity of the School Food Service program.
7. Maintains food quality standards, including appearance and taste. Reports to Director on menu acceptance, appearance, and production problems.
8. Assists in implementing cost control procedures to maintain operating costs within budgeted funds.
9. Initiates requests for equipment maintenance, repair, or replacement.
10. Assists the Child Nutrition Director and School Nutrition Coordinator in supervision and training of campus supervisors and cafeteria staff.
11. Maintains production record records for the Central Kitchen and campus cafeterias, assuring they are completed correctly.
12. Assists in the evaluation process of warehouse staff.
13. Input orders for food and supplies and determine district forecast for supplies and food as needed for school nutrition department obtaining quotes as needed.
14. Oversees preparation and distribution of department catering requests, assigning personnel and planning events with the Child Nutrition Director and School Nutrition Coordinator.
15. Works with the Storeroom Manager on storage and distribution of foods and supplies.
16. Assists campus supervisors in developing merchandising programs that meet the needs of students and staff.
17. Assure that campuses receive their supplies contacting vendors as needed.
18. Standardizing recipes as needed, and tests new products for acceptance.
19. Assist Food Service Director and School Nutrition Coordinator with development of menus and maintains production records.
20. Works within a framework of multiple and complex regulations and time schedules.
21. Maintains good working communications with co-workers and other staff members.
22. Maintains good attitude in difficult situations.

23. Helps maintain cohesiveness among employees.
24. Performs duties in a timely and organized manner.
25. Projects a professional image through demeanor and dress.
26. Complies with Food Service Department policies and procedures.
27. Complies with policies and procedures as outlined in Employee Handbook and addendum.
28. Maintains regular and reliable attendance.
29. Adheres to proper channels when communicating ideas, problems, etc.
30. Performs other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart.

#### **Posture:**

Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting.

#### **Motion:**

Continual walking, frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching.

#### **Lifting:**

Frequent moderate lifting and carrying (15–50 pounds)

#### **Environment:**

Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces.

#### **Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**