



JOB DESCRIPTION

Central Kitchen Production Manager- Child Nutrition

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The Central Kitchen Production Manager under the general supervision of the Child Nutrition Director and the direct supervision of the Child Nutrition Assistant Director, is responsible for planning, preparation, and distribution of breakfast and lunch to non production elementary campus locations and maintains on site financial aspects of food service operations, recordkeeping and is responsible for the training and supervision of central kitchen staff.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years cafeteria management experience preferred (Will accept cafeteria assistant manager experience)
- Food Manager Certification required

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Health card required when hired
- Ability to pass Human Performance Exam (HPE)

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of methods, materials, equipment and appliances used in food service operation
- Ability to manage personnel
- Strong communication and interpersonal skills
- Strong planning, coordinating, and organizational skills
- Ability to meet deadlines
- Strong degree of proficiency in bookkeeping and recordkeeping

DUTIES AND RESPONSIBILITIES:

1. Assumes responsibility for food production and sees that breakfast and Lunch meet requirements and are of good taste and appearance.
2. Assumes responsibility for safety and health of employees
3. Trains employees and provides opportunity for improving their skills.
4. Keeps accurate records and reports.
5. Keeps in daily contact with the Child Nutrition Assistant Director.
6. Assigns job schedules for all employees. Introduces and trains new employees to their jobs.
7. Checks appearance of employees frequently.
8. Make out orders for items needed, checks all supplies delivered, makes sure proper amount is delivered.
9. Responsible for cleanliness of Central Kitchen and equipment to comply with district and Health Department and safety regulations.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), concentrate, interpret policy and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds) daily. Ability to stand, walk, balance, stoop, pull, push, reach, perform repetitive hand motions, hear, speak, and possess visual acuity. Ability to work inside, around microwave ovens, be exposed to extreme temperatures, noise, slippery surfaces, exposure to approved chemicals, work with hands in water, and work around moving objects or vehicles.

SUPERVISORY RESPONSIBILITIES:

Supervises General Workers and Assistant Manager

EQUIPMENT USED:

Standard equipment and appliances used in food service and personal computer

Manual Trades Pay Grade: 6

Days: 240

Wage/Hour Status: Nonexempt

Updated: November 21, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.