

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

CNS CENTRAL KITCHEN PRODUCTION LEAD

Definition:

The Central Kitchen Production Lead serves the purpose/s of guiding assigned personnel in Central Kitchen food service operation, planning, forecasting, ordering, preparing and distributing food service items; maintaining food preparation areas, facilities, and equipment in a sanitary condition; keeping records of food and equipment temperatures, production records, orders placed, and foods prepared in an orderly manner.

Responsible to:

The Director of Child Nutrition

Examples of Duties:

1. Tests recipes, records yields, and organizes all records for foods prepared for federal and state compliance requirements.
2. Uses an online database of recipes and foods available to forecast, order, and plan foods for meal service.
3. Operates a variety of standard kitchen utensils and appliances such as stovetops, ovens, electric warmers, immersion blenders, stand mixers, tilt skillets, can openers, and slicers.
4. Lifts heavy containers of food and supplies.
5. Directs the work of central kitchen staff to ensure production timelines, yields, and food preparation needs are met.
6. Keeps a variety of CNS Department records including daily centrally cooked food temperatures for all satellite sites and past orders for dairy, bread, and produce.
7. May serve as a substitute in a variety of routine cafeteria functions.
8. Inspects received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of orders and/or complying with mandated health requirements.
9. Operates computer system and prepares documentation (e.g. reports, production, and end of day reports) for the purpose of conveying daily information to the Child Nutrition Services Department.
10. Orders dairy, bread, and produce items for Central Kitchen and satellite sites.
11. Prepares food and beverage items for the purpose meeting mandated nutritional requirements and projected meal requirements.
12. Suggests procurement of equipment and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently within budget guidelines.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

CNS CENTRAL KITCHEN PRODUCTION LEAD

13. Assists in food planning and recipe development.
14. Assists in training CNS Department employees.
15. Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
16. Other related duties and assignments as required.

Skills, Knowledge and/or Abilities Required:

Skills to:

1. Perform basic arithmetic calculations.
2. Operate and care for institutional large scale kitchen equipment.
3. Work rapidly with frequent interruptions.
4. Use conversion tools to scale up recipes for centralized production
5. Work efficiently during rush conditions.
6. Use standard office equipment & computer system.

Knowledge of:

1. Modern methods of food preparation, health codes and sanitation principles.
2. Standard liquid and dry measurements.
3. Proper methods of preparing assigned menus.
4. Proper menu substitutions that meet nutritional guidelines.

Abilities to:

1. Cook and prepare food in large quantities.
2. Stand and walk for prolonged periods.
3. Provide direction to others and make independent judgments based on common sense.
4. Keep, organize, and maintain accurate records.
5. Understand and carry out oral and written instructions in English.
6. Demonstrate dependability and reliability.
7. Maintain cooperative relationships with those contacted in the course of work.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

CNS CENTRAL KITCHEN PRODUCTION LEAD

8. Significant physical abilities include lifting/carrying/pushing/pulling (at least 50 pounds), balancing, stooping, reaching/handling/fingering, talking/hearing conversations and other sounds (potential hazards), visual acuity/depth perception/visual accommodation.

Training and Experience:

High School diploma or equivalent. Minimum three years of prior job-related experience in large scale food preparation, demonstrated leadership role(s), and a passion for K-12 food service.

Licenses:

Possession of a valid California Driver's License and the ability to qualify for District Vehicle insurance coverage.

Valid Food Safety Manager Certification, issued by San Diego County-approved organization

Job Description Adopted: August 19, 2019