

TITLE:

freshness, appearance, and portion control standards; assure proper temperature of foods

Estimate and order appropriate amounts of food items and supplies; oversee and participate in the receipt, storage and rotation of food items and supplies; inspect shipments for accuracy regarding quality and quantity of food items and supplies; participate in regular and periodic inventories

Oversee and participate in the preparation and maintenance of various records and reports related to food production, inventory, personnel, payroll and assigned activities

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns

Operate food service equipment including ovens, stoves, freezers, carts, can openers and warmers; utilize a computer and assigned software; drive a vehicle to conduct work; arrange for maintenance and repairs as needed

Develop and maintain standards of efficiency, quality and sanitation in food preparation

Attend and participate in various meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE OF:

Organization and direction of production kitchen operations and activities including the large quantity preparation, packaging and delivery of food items with distribution to finishing sites

Methods, practices and procedures of quantity food preparation functions

Sanitation and safety practices related to preparing, handling and serving food

Inventory practices and procedures including proper storage temperature and rotation of perishable food

Quality and portion control techniques, practices and procedures

Policies and objectives of assigned program and activities

Principles and practices of supervision and training

Health and safety regulations

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

Record-keeping and report preparation techniques

Mathematic calculations

ABILITY TO:

Organize and direct production kitchen operations and activities including the large quantity preparation, packaging and delivery of food items with distribution to finishing sites throughout the District

Supervise and participate in related inventory, quality c

Follow and assure compliance with health and sanitation requirements
Learn, interpret, apply and explain rules, regulations, policies and pro hea