



## PERSONNEL COMMISSION

**Class Code: 5069**  
**Salary Range: 42 (M2)**

### PRODUCTION CENTER MANAGER

#### JOB SUMMARY

Under administrative supervision, plan, coordinate and manage the daily activities and operations of the Central Kitchen Production Center; assure food is prepared according to recipes and established quality and portion control standards; coordinate personnel to meet production schedules; train and supervise the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, coordinate and manage the daily activities and operations of the Central Kitchen Production Center; maintain standards of efficiency, safety and sanitation; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; prepare production schedules and staffing assignments; coordinate personnel to meet production schedules. **E**
- Determine appropriate gross quantities of food and supplies to be used in daily production activities and necessary meal components required in food preparation and service. **E**
- Inspect and monitor food preparation and serving areas to assure that health and safety standards are maintained and recipes are followed; oversee quality and portion control in the preparation and handling of foods; review freezer and refrigeration temperature logs. **E**
- Participate in the formulation and development of Central Kitchen policies, procedures and programs; develop and implement emergency food production response procedures. **E**
- Develop new recipes; assure conformance to meal component standards; calculate and document serving sizes, nutritional analysis and values. **E**
- Test and make recommendations regarding improved recipes, new products and menu items; conduct cooking and taste tests at school sites; prepare food products for bid testing; prepare special diet menu items for students. **E**
- Oversee the daily operations and special events of the Board Building cafeteria and Catering division of the Central Kitchen; introduce new menu items and food presentation and service procedures. **E**

- Prepare or review the preparation of a wide variety of reports, records and files related to assigned activities such as portion control, industrial accidents, food and equipment testing, production reports, orders, pack out reports, inventories and recipes. *E*
- Monitor inventory levels of food, supplies and equipment; cost, estimate and order appropriate amounts of commodities, food and emergency items; assure availability of fresh products to meet production schedules; contact vendors regarding orders; receive and inspect delivery of food and supplies. *E*
- Confer with Nutrition Services warehouse staff regarding warehouse dock loading procedures, remote site deliveries, storage and products received; arrange for emergency shipments of items to school sites. *E*
- Continually inspect work areas and equipment to assure the safety of staff; report safety, sanitary and fire hazards to appropriate personnel. *E*
- Assist in the development and preparation of preliminary budgets for Production Center operations; control and authorize expenditures in accordance with established guidelines and limitations. *E*
- Communicate with administrators, school sites, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Operate and make minor adjustments to nutrition service equipment such as slicers, strainers, mixers, tilting skillets, griddles, warmers, wrapping and heat seal machines, ovens and can openers; operate a computer and assigned software; drive a District or personal vehicle to various sites to conduct work. *E*
- Oversee and assure central kitchen equipment preventative maintenance schedules are met in accordance with established timelines; monitor equipment safety, repair and use; arrange for major repairs as necessary. *E*
- Test and evaluate new kitchen equipment for strength, ease of use and safety. *E*
- Attend a variety of meetings and in-service trainings. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Production Center Manager plans, coordinates and manages the daily activities and operations of the District's Central Kitchen Production Center and Board Building Cafeteria including procurement, delivery, scheduling of menus and large-volume production. Incumbents assure food is prepared according to recipes and established quality and portion control standards and assure compliance with applicable laws, codes, rules and regulations.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Methods of cooking, baking, preparing and serving food items in large quantities.  
Methods of developing, adjusting and extending recipes and proper substitutions.

Sanitation and safety practices related to the cooking and preparing food in large quantities.

Nutritional values and menu planning techniques.

Operation of commercial kitchen equipment and utensils.

Principles and practices of training and supervision.

Laws, codes, rules and regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic budgeting practices regarding monitoring and control.

Proper methods of food rotation and storage.

Inventory methods and practices.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Mathematical computations.

Proper lifting techniques.

**Ability to:**

Plan, coordinate and manage the daily activities and operations of the Central Kitchen Production Center and Board Building Cafeteria.

Prepare, cook and bake food items in accordance with health and sanitation regulations.

Prepare attractive, appetizing and nutritious meals for students and staff.

Develop, test, adjust and extend recipes.

Train, supervise and evaluate the performance of assigned staff.

Maintain nutrition service equipment and areas in a clean and sanitary condition.

Observe and follow health and safety regulations.

Operate commercial kitchen utensils and equipment.

Operate a computer and assigned software.

Monitor and control expenditures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Maintain a variety of records and prepare reports.

Complete work with many interruptions.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Add, subtract, multiply and divide quickly and accurately.

Plan and organize work.

Meet schedules and timelines.

**Education and Training:**

Associate's degree in institutional food management, culinary arts, quantity food preparation or a related field.

**Experience:**

Four years of institutional or commercial quantity food preparation experience including one year in a supervisory capacity or two years of experience as a Production Center Supervisor.

An additional year of experience may substitute for one year of the required education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

Valid California Class C driver's license and use of a personal or District vehicle.

Applicants for this classification will be required to obtain, at his/her own expense, and submit his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Production center kitchen and warehouse environment.  
Subject to heat from ovens and cold from refrigerators or freezers.  
Exposure to hot foods and equipment.  
Working with knives, slicers or other sharp objects.  
Exposure to cleaning chemicals and fumes.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Standing, walking or sitting for extended periods of time.  
Hearing and speaking to exchange information.  
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.  
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.  
Climbing ladders.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Seeing to monitor food quality and quantity and read a variety of materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/1/2004

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