



NUTRITION CENTER SUPERVISOR

Job Code: 102ABE
Bargaining Unit: 15
Effective Date: 7/1/2003

Description of Work

General Statement of Duties

Performs and directs the performance of food service work producing, preparing, cooking, baking, packaging or distributing food in the district kitchen; and performs related duties as assigned.

Supervision Received

Works under the technical and administrative supervision of the Nutrition Center Manager.

Supervision Exercised

Exercises direct technical and administrative supervision over food service assistants and bakers.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Trains and cross trains employees; conducts staff meetings; maintains employee time records; completes performance reviews; documents employee issues/problems; resolves routine employee issues/complaints.

Supervises and directs the work of the employees assigned to the food production area and ensures that they produce wholesome, appetizing and appealing products in keeping with specifications.

Reviews menus to determine equipment and inventory needs; maintains inventory and orders food and supplies from the warehouse; adjusts schedule as indicated in staff meetings and/or as directed by the Nutrition Center Manager.

Plans daily production schedule in accordance with projected meal counts; determines number of batches and batch size needed; adjusts standardized recipes as required for batch sizes; works with Nutrition Center Manager to revise recipes to meet Hazard Analysis Critical Control Point (HAAPC) guidelines.

Schedules production; prepares daily assignment sheet to accomplish production; directs production to comply with district, city, state and/or federal regulations or policies as appropriate.

Ensures the quality, tastiness, neatness and timely production of all products or packages called for by the area's daily production schedule; records product information as appropriate.

Prepares any or all foods as assigned; measures and prepares ingredients, spices and seasonings in accordance with recipes as assigned.

Sets up production, preparation and packaging areas.

FOOD PRODUCTION SUPERVISOR

Typical Duties Performed (continued)

Inspects equipment and work areas to ensure that cleanliness and sanitation standards are met; ensures that food service assistants meet dress and personal hygiene policies and follow safe food handling procedures.

Prepares orders, production reports and other reports as required and makes recommendations for improvement when possible; drafts operational procedures; schedules product and procedure testing and time studies including staff time; compiles information on project, monitors time spent on the project; evaluates and reports on results of the project.

Knowledge, Skills and Abilities

Working knowledge of large-scale quantity food production methods and the impact of handling and storage of foods.

Working knowledge of the standard tools, machinery, techniques and safe operating procedures of a large scale food service operation.

Working knowledge of quality food standards.

Working knowledge of district, city, state and/or federal regulations for food safety.

Working ability to modify recipes and to prepare food.

Working ability to schedule equipment and personnel to ensure optimum production and to coordinate production with other departments.

Working ability to train and coach employees and to plan, direct and evaluate the work of others and to demonstrate proper work methods.

Working ability to assess the quality of food products and to take action to ensure product standards are met.

Working ability to perform arithmetic calculations.

Minimum Qualifications

Two years of supervisory experience in an institutional food preparation kitchen or two years of experience as a Nutrition Services Supervisor 2. A Saint Paul Food Service Manager Certificate will be required within three months of appointment.