

**GRANITE SCHOOL DISTRICT  
Classified Employee Job Description**

**Title** \_\_\_\_\_ Production Manager, Central Kitchen \_\_\_\_\_

**Supervisor's Title** \_\_\_\_\_ Supervisor, Central Kitchen \_\_\_\_\_

**Date Prepared** \_\_\_\_\_ 3/99 \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_

**Employee/Incumbent Review** \_\_\_ **Immediate Supervisor Review** \_\_\_ **GCEA Review** \_\_\_

**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl** \_\_\_\_\_

**Location** \_\_\_\_\_ **Lane** \_\_\_\_\_

**Implementation Date** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

**Job Summary**

Supervises and coordinates activities of the Central Kitchen production (day and night shifts), prepares menus, serving amounts. Maintains production records and prepares reports. Orders food, and supplies from the warehouse. Inspects work areas. Research and development of new ideas are main responsibility.

**Essential Functions**

Helps make out menus to meet nutritional requirements, utilize left over foods and make a well balanced meal. Produces records for compliance with State and Federal food programs. Orders food supplies, works on research and development of new ideas and techniques, arranges and tests recipes and records menus for audit.

Assists in hiring and overseeing personnel, initiates and maintains school foods inservice training program (ServeSafe) for food production personnel and similar personnel functions. When short of help, participates in food preparation. Organizes and prepares foods for special service functions.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

Must have managerial skills, including working well with people. Good planning and coordination effort. Job requires use of calculator, adding machine, and other office supplies. Must be well acquainted with foods and their nutritional values. Needs to have and monitor others for ServeSafe certification.

**Minimum Entrance Requirements for Training**

High school diploma or equivalent.

### **Minimum Entrance Requirements for Prior Experience**

Requires four years of job related experience in large production kitchen (high school or central kitchen) with demonstrated competence. Requires one of these years in supervision.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Organizes/assigns work and sets priorities. Evaluates work performance and recommends hiring and retention. Some responsibility for the safety of production workers. Needs to motivate workers and initiate positive sentiments. Has to withstand pressure, handle emergencies, solve problems, and make decisions. Public relations plays a very big roll in the job.

### **Interaction with Others (Non-Supervisory)**

Interacts with cafeteria managers, delivery personnel, vendors, and others.

### **Supervision**

Directly supervises central kitchen staff. Extensive authority and accountability. Work supervised is not that complex, but planning is extensive.

### **Working Environment**

Standard commercial kitchen conditions including walk-in freezers and refrigeration rooms. There is daily exposure to heat, cold, and humidity. Steady flow of work required but involuntary interruptions are common. Constant pressure to complete tasks and meet deadlines causes stress.

### **Physical Demand Characteristics**

Required to handle objects that weigh up to 50 pounds. May move items that weigh up to 130 pounds.