

Job Summary:

Under the general direction of the Director of SCICON, oversee all aspects of the school food service program at SCICON, which includes planning, directing, and evaluating the program in order to meet the nutritional needs of children and federal and state standards; to direct, supervise and participate in the production and serving of approximately 150-700 meals per day during normal operation.

Essential Functions:

- Development and implementation of standards, methods and procedures for purchasing, receiving, storage and distribution of food, supplies and equipment.
- Clean and inspect equipment, kitchen appliances and work areas to ensure cleanliness and functional operation.
- Forecasts and orders food and supplies required for school program, catering functions as necessary, according to established purchasing methods and procedures.
- Monitors compliance with approved food preparation serve procedures, including use of standardized recipes, portion control, presentation and quality of food.
- Attend any trainings necessary for position and all foodservice staff positions while maintaining the log for Profession Standards regulations.
- Work with SCICON'S program director to ensure compliance with USDA Guidelines.
- Prepare reports (weekly/monthly/quarterly, as appropriate to the project), using properly formatted charts, tables and data as appropriate.
- Be able to understand meal guidelines and schedule assigned tasks to coworkers.
- Establishes work schedules, assigns tasks, and complete evaluations for food service personnel; Maintains employee time records, absence records and vacation schedule.
- Plan, assign, recruit, and supervise the work of the kitchen staff.
- Cook and bake foods in large quantities; and assist with food preparation.
- Cut meat, fish and poultry with hand and motorized equipment.
- Supervise kitchen procedures to assure proper staffing, sanitary conditions, safe use and maintenance of equipment;
- Oversee food portions and smooth functioning of food service for the SCICON program and special events;
- Estimate food quantities and calculate food costs; and assist with annual budget recommendations for kitchen expenses;
- Prepare menus, estimate food quantities, and calculate food costs;
- Implements State and Federal nutrition regulations and other laws, including those of the California Department of Education.
- Maintains records required for financial accounting, breakfast and lunch records, milk reports and other reports as required.
- Supervise, counsels, train and evaluate staff.
- Assists in planning and carrying out special events as scheduled.
- Maintain and implement the School Wellness Policy for SCICON.
- Work closely with the SCICON Administration, Administrative Secretary, the site Nurse, TCOE's Business Department Conference Specialist and the Nutrition Department Dietician.

Skills, knowledge and Abilities:

Skills to:

- work well with people and maintain positive relationships in the work environment
- communicate oral instructions clearly
- follow oral and written directions and work independently
- prepare balanced menus
- implement cleaning schedule for production areas and monitor daily sanitation inspection.

Knowledge of:

- inspecting and maintaining clean facilities, equipment and supplies, including freezers, refrigerators and dry storage areas
- established standards, methods and procedures to employees for food safety in accordance with the USDA, HACCP and State regulation, Health Department standards and Food Services Department standards and procedures
- fundamentals of nutrition and dietetics;
- sources and procedures in the ordering and storing of large quantities of food;

- meal planning and preparation for institutions;
- math sufficient to calculate percentages, decimals and fractions;
- supervisory techniques including training and evaluating other employees;
- weights and measures used in cooking;
- principles and operations of institutional kitchen facilities;
- computer basics such as Microsoft word, Excel and Windows and ability and willingness to learn new computer programs specific to our program;
- proper methods of preparation/cooking/serving foods and procedures for the management of an institutional kitchen and staff;
- maintain records, inventories and recipes.

Ability to:

- supervise and direct the work of skilled and unskilled employees, to give clear oral and written instructions and to adhere to department policies and procedures
 - make decisions according to laws and regulations and according to the established department policies and procedures
 - cook and bake in large quantities;
 - write legible instructions, memos and menus;
 - read, understand, and follow basic recipes including converting recipes for large scale preparation;
 - schedule, assign, and coordinate all kitchen functions;
 - operate basic kitchen equipment
 - supervise employees including training, evaluating, and scheduling work assignments;
 - plan and prepare long range menus to produce well balanced meals within budget limits, and within the regulations;
 - properly cut meat such as beef, pork, lamb, and fowl for meal preparation;
 - react to and perform repetitive work.
 - demonstrate integrity, initiative, dependability, courtesy and good judgment:
 - meet/communicate with students and their parents/guardians to understand and design meals for dietary needs
 - work with students in a clear positive manner in the kitchen area
 - maintaining clean, well-organized storage areas, including freezers, refrigerators and dry storage areas
 - work overtime, if needed.
 - stand at an assigned location on concrete based tile flooring and work continuously for extended periods, supervising employees in food receiving, storage, preparation and serving
 - carry, move and stock food, supplies and equipment weighing up to 50 lbs., storing at heights of 6" to 60" from the floor
 - tolerate temperatures ranging from -10F to 40F for periods of time up to 30 minutes
 - tolerate temperatures of 80F for the duration of the defined workday. Must have the stamina necessary for the efficient performance of duties
- **Education and Experience Required:**
 - High School diploma/equivalent or higher
 - Minimum of three (3) years, experience in similar food service operation
 - Food Service Management knowledge
 - **Certificates, Licenses, Clearances, Testing and/or Bonding Required:**
 - Current Serve Safe Certification
 - Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
 - Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

March 2021

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.