

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: FOOD SERVICES SUPERVISOR II

#### BASIC FUNCTION:

Under the direction of the Food Services Operations Manager, plan organize, coordinate and supervise the preparation of food items for sale or transport at an assigned central kitchen facility; assure efficient and effective production methods and operations and compliance with standards of health safety and nutrition; train, supervise and evaluate the performance of assigned personnel.

#### DISTINGUISHING CHARACTERISTICS:

The Food Services Supervisor II directs the operations of a central kitchen facility which prepares and transports food to District middle and elementary schools in addition to providing food services to the assigned high school site. The Food Services Supervisor I directs the operations of a high school cafeteria and snack areas.

#### REPRESENTATIVE DUTIES:

Plan, organize, coordinate and supervise complex operations and activities of the central kitchen involving food service to on-site high school students and staff; transport food to District elementary and middle schools. **E**

Plan and supervise preparation of meals according to District menus; determine amounts to be served; maintain standards of efficiency and sanitation related to large quantity food preparation, heating, serving and storage. **E**

Establish food distribution schedules; supervise and control activities involved in food transport to serving kitchens to assure standards of quality and sanitation, health regulations and time lines are met. **E**

Train, supervise and evaluate the performance of assigned food services staff; prepare work schedules and assign duties; adjust assignments to assure timely preparation of food items. **E**

Calculate and requisition required quantities of food; contact vendors to order food and supplies as appropriate; inspect items received for quality and quantity; oversee and assist with proper storage and efficient use of food and supplies. **E**

Maintain a variety of records related to both site and transport activities and operations; maintain inventory records and prepare reports. **E**

Supervise and participate in central kitchen cleaning activities to assure compliance with health and sanitation requirements. **E**

Communicate with Principal and others to coordinate site food service activities with educational program, special events and activities or other school services; plan and participate in food services for banquets, meetings and other special events as required. **E**

Participate in food service activities as needed to assure quality and timeliness of central kitchen and catering services. **E**

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Planning, organization and operation of a large food service program.

Methods of calculating and estimating needed food and supplies.

Methods of cooking, preparing and serving food in large quantities.

Sanitation and safety practices related to cooking, serving and transporting food.

Standard commercial kitchen equipment, utensils and measurements.

Storage and rotation of perishable food.  
Principles and practices of supervision and training.  
Inventory methods and practices.  
Health, safety and sanitation regulations.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.

**ABILITY TO:**

Plan and supervise complex operations and activities of the central kitchen involving food service to on-site high school students and staff and transport activities to District elementary and middle schools.  
Calculate, estimate and requisition food and supplies.  
Train, supervise and evaluate personnel.  
Maintain records and prepare reports.  
Assure food preparation, service, transport and storage procedures are in accordance with health, sanitation and safety regulations.  
Participate in and assure the maintenance of food service equipment and areas in a clean and sanitary condition.  
Operate commercial kitchen equipment safely and efficiently.  
Meet schedules and time lines.  
Work independently with little direction.  
Complete work with many interruptions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years experience including one year supervisory experience in a large food service operation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Cafeteria and food service environment; subject to heat from ovens and ranges.

**PHYSICAL ABILITIES:**

Standing and walking for extended periods of time, pushing, moving, and lifting heavy objects, dexterity of hands and fingers to operate kitchen equipment, hearing and speaking to exchange information, seeing to assure proper amounts of ingredients, bending at the waist, and pushing or pulling.

**HAZARDS:**

Heat from ovens, and hot liquids, foods, pots, and pans.