

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2023
RANGE: 12.0
CLASSIFIED MANAGEMENT - OVERTIME EXEMPT
CODE: 2, 6, 7, 8

SUPERVISOR - CATERING SERVICES

DEFINITION

Under general supervision, the Supervisor of Food & Nutrition Services will be responsible for the efficient execution of the Food & Nutrition Services Department's catering services.

EXAMPLES OF DUTIES

Participate in the preparation, administration, and supervision of special projects and activities of the Food & Nutrition Services department;

supervise evaluate assigned staff, and oversee catering functions;

develop marketing strategies for new catering services and evaluate need for potential programs;

conduct site monitoring reviews to ensure the compliance of the NSLP, SBP, and CACFP programs;

visit and evaluate schools, program sites and preparation kitchens on regular basis and provide guidance to Food & Nutrition Services personnel as needed;

collaborate in the development of catering menus and USDA standardized recipes;

assist in determining appropriate pricing for catering functions based on labor and costs of goods, plan for payment;

determine quantities of food to be purchased, produced, and inventoried;

order food and other supplies directly from vendors by special contract or existing contracts, or from other outside sources;

coordinate timely delivery of equipment and food items, cleanup, and pickup;

collaborate in the development, evaluation, and implementation of department policies, programs, and procedures;

communicate with all levels of KCSOS staff, district staff and staff outside of our organizations to coordinate activities, resolve issues, and exchange information;

collaborate in planning and execution of in-service training programs;

oversee Food & Nutrition Services-related special projects;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Culinary techniques, foods, nutrition and foods related computer applications;

principles and practices of food cost accounting, menu management, commodities program and food procurement;

applicable federal, state and local laws, regulations and procedures governing the child nutrition program and large food services operations;

procedures and equipment used in the preparation, cooking, distribution, and serving of food in large and prepackaged quantities to various satellite locations;

principles and practices of inventory control, warehousing, product rotation and distribution as related to large quantity food operations;

principles and practices of supervision and management, including: planning, organizing, assigning and reviewing work, performance appraisal, discipline, employee selection, training, and nutrition education;

principles and techniques of public relations to establish and maintain effective working relationships with the public and all levels of management, faculty, and staff;

computer applications including Microsoft Office, Excel, Internet based programs, and experience with a point of sale system and Nutrient analysis software.

Ability to:

Lead and coordinate food services personnel;

cook, plan, organize, coordinate, and supervise a culinary program;

skillfully use a variety of equipment in commercial kitchen;

maintain a variety of files and records;

understand and carry out oral and written directions;

hear within normal limits;

stand, use hands to handle or feel;

reach hands and arms overhead;

operate standard office equipment including a computer and assigned software;

establish and maintain cooperative working relationships;

lift 50 lbs.

bend, crawl, work overhead, climb ladders, and work in kitchen and outdoor conditions.

Experience:

Five (5) years of experience in a diverse and large production kitchen, including three (3) years of institutional food service experience at the lead level or in chef capacity and two-year experience with banquet/catering service responsibilities or restaurant management.

Education:

Equivalent to the completion of the twelfth grade and any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Food Safety Manager Certification.

Conditions of employment:

Some positions may require proof of privately-owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one (1) year.

MG: rn

10/4/2023

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