

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2012
RANGE: 37.0
CLASSIFIED
CODE: 2, 7

FOOD PRODUCTION PLANNER

DEFINITION

Under general supervision, to plan, organize, and coordinate the ordering of food, equipment and supplies for a central kitchen operation;

to requisition food and supplies;

to maintain records and prepare reports concerning the central kitchen food service operation;

perform other related duties as assigned.

EXAMPLES OF DUTIES

Plan and schedule the ordering of food and supplies to ensure the kitchen can prepare a variety of foods, including entrées, main dishes, vegetables, and other hot foods;

review and adhere to predetermined menus and recipes, to determine required quantities of food and supplies;

maintain inventory and storeroom records;

requisition foods and supplies;

maintain a variety of records pertaining to the central kitchen food service operation and prepare written reports as required;

answer inquiries made via phone, email or mail related to the operation of Food Services.

QUALIFICATIONS

Knowledge of:

Methods of computing food quantities required by prescribed menus;

menu planning, nutrition and nutrient values of foods, and National School Lunch program and School Breakfast program requirements;

Ability to:

Maintain records and prepare reports, including use of computerized programs for ordering, meal counts and other required reports;

perform simple arithmetical calculations and maintain complete and accurate records;

increase or decrease order quantities as required based on menu changes;

adhere to National School Lunch and School Breakfast program guidelines and requirements;

audit, review and prepare inventory reports, records and related summaries;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

understand and comply with federal and state regulations and guidelines applicable to school nutrition and school lunch programs;

Experience:

One year of experience ordering food and supplies for a commercial, institutional, or school food facility setting.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in nutrition, quantity food preparation, or related areas.

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 six months or 130 days, whichever is longer.

CP: gs

11/17/15

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