

## FOOD PRODUCTION MANAGER

### DEFINITION

Plans, coordinates, and supervises the operation of the Newman Nutrition Center (NNC) and manages activities pertaining to preparing and packaging large volumes of pre-plated meals and individual food items in large quantities.

### TYPICAL DUTIES

Plans and establishes food processing and handling standards, employee work schedules, and assignments in the preparation and packaging of a large number of meals and food items.  
Directs the preparation of food items for inclusion in pre-plated and large quantity meals.  
Directs the ordering, assembling, packaging, loading, storage, and transport of foods.  
Develops and coordinates delivery routes and schedules.  
Coordinates meal planning and supervises production to assure that recipes and menus are followed in accordance with federal, state, and Food Services Division rules, regulations, and policies.  
Collaborates with the Food Services Division leadership team regarding menu development, strategic plans, and divisional emergency plans.  
Establishes and maintains appropriate facility sanitation, safe working conditions, Hazard Analysis and Critical Control Points (HACCP) standards, and proper food handling practices and procedures in the food processing facility.  
Plans and directs the ordering, receipt, inspection, storage, and inventory control of food products and supplies used in the facility, and maintains contact with vendor representatives to assure accurate and timely deliveries.  
Participates in budget development and analysis of expenditures and costs.  
Prepares, reviews, and maintains cost and production records and reports.  
Directs the cleaning and maintenance, including preventive maintenance, of food packaging and processing equipment, food preparation areas, and facilities.  
Interviews, selects, assigns, and evaluates employees.  
Plans, develops, conducts, and oversees training programs for all NNC employees in accordance with USDA Professional Standards.  
Obtains and provides information for the development of specifications and contacts for food products, equipment, and facility layout.  
Confers with Food Services Division administration, staff, personnel, and school administrators regarding matters such as food preparation needs and techniques, food quality controls, menu acceptability, ordering of supplies, and delivery of meals.  
Confers with appropriate divisions and vendors to evaluate and make recommendations regarding the purchase, installation, service, modification, and replacement of food processing and packaging equipment to meet production needs.  
Conducts time and motion studies on food preparation and packaging processes as needed.  
Utilizes food services management systems such as Cafeteria Management System (CMS)/ One Source or other applicable computer programs to monitor school orders, production waste, and cost per meal.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Food Production Manager is responsible for managing, planning, and supervising the day-to-day operations of the Newman Nutrition Center involved in preparing, packaging, and distributing a large volume of pre-plated meals and bulk food on a daily basis.

The Director of Food Services is the administrative head of the Food Services Division.

An Assistant Food Production Manager supervises the preparation of production schedules; preparation and assembly of meals; sanitation and maintenance of food production areas and related equipment; ordering, warehousing, and distribution of food and supplies to production areas and schools; and daily office and personnel functions, including record maintenance.

## SUPERVISION

General direction is received from the Director of Food Services or his/her designee. Supervision is exercised over all employees assigned to the Newman Nutrition Center facility.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices involved in organization and management of a large food processing and packaging facility
- United States Department of Agriculture (USDA) and California Department of Education (CDE) regulations
- Methods and technology of quantity food production, HACCP, and meal preparation
- Menu development, selection, and presentation
- Food production costing, portion control, inventory management, and quality assurance and control methods in a large food processing operation
- Procedures for ordering, receiving, storing, and packaging meals and food items in large quantities
- Federal, State, Division, and District rules and regulations pertaining to school meals and child nutrition
- Use and care of equipment used in large-scale kitchen facilities.
- Health, safety, sanitation, and HACCP procedures pertaining to the handling, storage, and reheating of foods and the operation of a food packaging facility
- Principles of personnel management and labor relations, including labor contract administration
- Union contract provisions and principles of labor management
- Microsoft Office

### Ability to:

- Plan, schedule, and supervise the work of a large number of employees
- Develop and implement methods for ordering, receiving, inspecting, and storing a large volume of food products and supplies
- Use food services management systems such as Cafeteria Management System (CMS)/One Source or other applicable computer programs such as Focus Dashboards.
- Develop and maintain accurate records, make mathematical computations, and prepare and present reports
- Review and analyze work procedures and methods, and devise and implement improvements
- Plan and conduct orientation and training
- Establish and maintain effective working relationships with union representatives, vendors, food

service personnel, school administrators, and other District personnel  
Communicate effectively, orally, and in writing

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a major in food services management, food science, food technology, or a related field. Additional experience may be substituted for two years of the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

### Experience:

Two years of experience in managing or supervising the food production or operations, of either multiple food service facilities or programs, serving a minimum of 500 meals per day.

### Special:

A valid "ServSafe Food Protection Manager Certificate" issued by the National Restaurant Association or equivalent certificate.

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES:

1. A Los Angeles Unified School District Food Handler's Health Certificate must be obtained by time of appointment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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