

FOOD PRODUCTION SUPERVISOR

DEFINITION

Supervises food services staff and participates in the work of a crew in a major unit of food production at a high volume food processing facility.

TYPICAL DUTIES

- Supervises and participates in the unloading, stocking, and proper storing of food items in storerooms, refrigerators, freezers, and other locations.
- Supervises and participates in the preparation of food items, such as the opening of cans and packages, washing of fruit and vegetables, and mixing of dry ingredients.
- Determines and controls settings for cooking and baking equipment and mixes ingredients according to recipes in preparing a variety of food products.
- Assures that proper quantities of foods and packaging materials are available and directs and supervises the placement, loading, and operation of food dispensing machines.
- Supervises and participates in automated meal production, and monitors food quality, packing, and assembly operations to detect and resolve minor difficulties, such as equipment malfunction, improper packaging, or assembly and line sanitation matters; and may order line shutdown to resolve issues.
- Supervises the loading of meals on trucks and establishes and modifies delivery routes for efficient and timely meal deliveries.
- Supervises and oversees the meal counts and ordering of food items through the Cafeteria Management System (CMS), correct preparation, packing, and labeling of special diet meals and menus, creates and revises pick tickets, and maintains a summary detail log, production load sheets, and route sheets for each school on a daily basis.
- Establishes and maintains sanitary and safe working conditions in food service environments, based on approved Hazardous Analysis Critical Control Points (HACCP) housekeeping and safety standards, which includes disassembling, sanitizing, and reassembling large equipment parts.
- Reviews, modifies, and submits the requisition of non-food items for approval and insures payment of invoices.
- Assists with the monthly inventory process and records findings on CMS.
- Coordinates the efforts of various units to adjust to changes in meal production schedules.
- Supervises the operation of a forklift, pallet jack, or high lift stacker and trains staff in the utilization of industrial equipment such as conveyor belt lines, industrial can openers, large scale mixers, pistons and pump fillers. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Food Production Supervisor supervises a crew of Food Production Workers and/or Food Production Assistants in a unit of a high volume food processing facility and performs the more responsible and complex food processing duties.

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.

Food Production Workers and Food Production Assistants perform a variety of routine tasks related to volume food production and meal assembly. While certain tasks performed by incumbents in both classes are identical, the Food Production Assistants perform the strenuous manual tasks and those which require heavy lifting and/or the use of a forklift or pallet jack.

SUPERVISION

General supervision is received from a Regional Food Services Manager, Assistant Food Production Manager or Food Production Manager. Supervision is exercised over Food Production Workers, Food Production Assistants, and Senior Food Production Assistants.

CLASS QUALIFICATIONS

Knowledge of:

- Quantity food preparation
- Modern equipment related to automated meal assembly and packaging
- Concepts of food receiving, handling, storage, inventorying and ordering
- Principles of supervision
- Safety rules and practices pertaining to food processing establishments
- Hazardous Analysis Critical Control Points (HACCP) principles of food handling, safety, and sanitation standards and techniques
- Basic nutritional concepts
- Utilize various computer applications such as word processing, spreadsheet, database, and email

Ability to:

- Supervise, train, and evaluate work performance
- Operate manual, power, and automated equipment
- Understand oral and written instructions, directions, and recipes
- Recognize and resolve problems in automated meal processing and assembly
- Plan, calculate, and order foods in large quantities

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of commercial or institutional food processing experience in a high volume operation (minimum of 600 meals per day or the equivalent in mass production), preferably including supervisory experience.

Special:

A valid Food Protection Manager Certificate from an American National Standards Institute (ANSI) accredited organization.

SPECIAL NOTE:

A valid Los Angeles Unified School District Food Handler's Health Certificate must be obtained by the 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 the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
01-26-23
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