

ASSISTANT FOOD PRODUCTION MANAGER

DEFINITION

Supervises, controls, and coordinates activities in a food processing plant.

TYPICAL DUTIES

Assists in supervising, controlling, and directing the receiving, production, packaging, shipping, sanitation, and equipment maintenance functions of a food processing plant.

Assists in planning and coordinating activities related to the purchase and ordering of food and nonfood items.

Establishes daily production schedules and supervises the plant staff.

Conducts, completes, and checks required inventories of food and materials.

Supervises activities related to employee time reporting and personnel staffing.

Recommends and advises upon the purchase, installation, and modification of a variety of food processing equipment.

Assists in budget development and analysis of expenditures and costs.

Confers with Nutrition Specialists on adapting menus to the capabilities of production equipment.

Confers with school-based and Food Services Branch staff concerning efficient and timely delivery of meals to the schools.

Participates in staff training.

May operate a computer terminal.

May assume responsibility for food processing plant functions during the absence of the Food Production Manager.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

The Food Production Manager is responsible for planning and supervising the operation of food production plants involved in preparing, cooking, packaging, and distributing a large volume of pre-plated meals and bulk food on a daily basis.

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.

SUPERVISION

General direction is received from the Food Production Manager. Supervision is exercised, through subordinate supervisors, over all employees assigned to a food processing plant.

CLASS QUALIFICATIONS

Knowledge of:

Methods and technology of quantity food production, cooking, and meal preparation
Food production costs and price, portion, 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, and District rules and regulations pertaining to school meals and child nutrition
Use and care of modern mechanical equipment used in large-scale food processing and packaging
Health, sanitation, and safety rules and regulations pertaining to the handling and storage of foods, and the operation of food processing facilities and equipment
Menu selection and presentation in relationship to production equipment capabilities and limitations
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 kitchen supplies
Maintain accurate records, make mathematical computations, and prepare production and cost reports
Implement food production, packaging, and quality assurance and control methods
Review and analyze work procedures and methods and devise and implement improvements
Establish and maintain effective working relationships with food service personnel, school administrators, and other District personnel
Coordinate and supervise maintenance, repair, and adjustments on machinery and equipment
Communicate effectively, orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's Degree 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.

Experience:

One year of experience in managing or supervising the operation of a large commercial or institutional food production kitchen or a major section of a food processing plant, including experience in supervising the operation and maintenance of production-type food equipment.

Special:

A Los Angeles Unified School District Food Handler's Health Certificate must be obtained by time of appointment.
A Valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.