



NEW:
07/01/2012

JOB TITLE:	FOOD PRODUCTION SUPERVISOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8258
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Responsible for production and packaging of quality food items including all areas of production, packaging, and assembly. Supervises bakery, packaging and assembly operations to ensure efficient workflow and high-quality production and packaging of food items following standardized recipes and processes. Consults with supervisor to establish procedures, priorities, and processes. Performs all tasks involved in the production and packaging of food items. Prepares reports, maintains records and controls costs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises the operation and daily maintenance of all food service equipment located within the production, packaging, and assembly areas
- Supervises and schedules all work and maintains an inventory of all supplies and materials to maximize the utilization of both equipment and personnel
- Responsible for requisitioning through proper channels all supplies, materials, and equipment related to food production, packaging, and assembly
- Schedules, supervises and evaluates the work performance of assigned staff
- Supervises the production and packaging of all foods to ensure high standards of food quality, safety, accurate counts and pack sizes, proper use of equipment, and standardized recipe compliance
- Develops, revises, and updates procedures for production related items within the food area
- Operates all equipment and trains staff in its proper and safe operation
- Works in cooperation with production supervisors to address staff and product movement between work areas
- Evaluates all food products for quality, food safety, and cost constraints, while maintaining an effective quality control and Hazard Analysis and Critical Control Points plan
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- Associate degree in quantity food production or equivalent experience
- Three (3) years of experience in large quantity institutional food production with an emphasis/experience in preparing food in advance
- Kentucky Department of Education Certification as a Food Service Employee
- Jefferson County Board of Health Sanitation Certification
- Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of policies and procedures of the school district

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.