

ORANGE UNIFIED SCHOOL DISTRICT

**ASSISTANT PRODUCTION LINE SUPERVISOR  
CENTRAL KITCHEN**

**DEFINITION**

Under supervision, organizes the production line and determines the assignment of duties of employees; ensures that food is packaged correctly for appropriate schools while meeting required deadlines. Monitors and keeps records of food usage and ensures compliance with proper food handling, storage and cleanliness requirements and follows all safety rules; and performs related duties as required. This position reports directly to the Food Service Manager.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class have responsibility for food production on the production line keeping within sanitation, food cost and scheduling guidelines. The incumbent ensures proper packaging of food for transport to satellite kitchens and organizes clean-up of the production line. Must be constantly aware of meeting deadlines and assist in other areas of food preparation and clean up.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling objects which may weigh approximate fifty (50) pounds and may occasionally weight up to one hundred (100) pounds. The employee is frequently required to walk and continuously required to stand. Mobility is required to stand, stoop, reach and bend; move arms to reach and dexterity of hands to grasp and manipulate small objects. Individuals in this class require close and peripheral vision, depth perception and accurate perceiving of sound.

Working Conditions: Environmental conditions range from temporary exposure to extreme cold in large commercial refrigeration units and freezers, to the heat and vapors of the cleaning and cooking areas. Noise levels can be high. Incumbents may be required to work with harsh or toxic substances.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

**ESSENTIAL DUTIES**

- Organizes the production line and clean-up and assigns duties.
- Ensures compliance with proper food handling, storage and cleanliness requirements.
- Trains personnel in the proper performance of duties, employing safe, efficient and sanitary work methods and practices.
- Inspects the production line, utensils and employees for cleanliness and sanitary purposes.
- Directs and conducts required inventories and checks in deliveries.
- Ensures that all equipment is properly used and maintained, including monitoring of refrigerator and freezer temperatures.
- Maintains accurate production records conforming to required guidelines.
- Communicates production needs to manager and production supervisor and performs related activities as needed.

ORANGE UNIFIED SCHOOL DISTRICT

**ASSISTANT PRODUCTION LINE SUPERVISOR – CENTRAL KITCHEN**

- Participates in district inservice programs, conferences and meetings as directed.

**QUALIFICATIONS GUIDE:**

**Knowledge of:**

- Proper efficient use and care of modern food preparation equipment.
- Sanitation, health and safety principles applicable to food preparation and service.
- Basic principles of organization, scheduling and training.
- Basic record keeping skills.
- Effective human relations skills in working and communicating with others.
- Basic English usage, writing and math.
- Safe working methods and procedures.

**Ability to:**

- Plan, organize and assign duties for food production line.
- Perform the physical tasks required for food preparation and clean-up.
- Performs duties skillfully and efficiently and against strict schedules.
- Understand and follow written and oral directions and procedures.
- Make simple calculations, keep records and make reports as required.
- Establish and maintain good working relationships with those individuals contacted in the course of work.
- Communicate effectively, both orally and in writing.

**TRAINING AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Training and Experience: Equivalent to graduation from high school; a good work history with a minimum of one (1) year experience as a Senior Food Service Assistant, Central Kitchen Food Service Assistant, food service or processing classification is required. Some formal course work or on the job training scale kitchen good sanitation techniques, methods and equipment operations, food preparation, handling or packaging is preferred. Any combination of training and experience which could likely provide the required skills, knowledge, and abilities may be considered.

**Other Requirements**

Completion of the mandated tuberculosis test and finger printing is required prior to or not later than the first day of work.

License: Some positions may require the possession of a valid California Motor Vehicle Operator's License and the use of an automobile.

Condition of Employment: Insurability by the District's liability insurance carrier.