

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Manager, Central Kitchen	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Manager I	<b>FLSA:</b>	Exempt
<b>JOB CLASS:</b>	9764	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services Department	<b>SALARY:</b>	Range 9 Salary Schedule A
<b>REPORTS TO:</b>	Director, Nutrition Services	<b>CABINET APPROVAL:</b>	05-23-19

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**BASIC FUNCTION:**

Under the direction of the Director of Nutrition Services, the Central Kitchen Manager is responsible for all food production as well as food and labor budgets in the District's central kitchen. The Central Kitchen Manager will develop and monitor recipes, menus, production standards, cooking processes, methods and procedures for food storage, preparation, transport, and delivery. The Central Kitchen Manager will lead and inspire a team of culinary professionals to perform for continuous improvement in our school meal program. the taste and quality of our school meals and

support the Farm to Fork efforts of the Sacramento Region. **E**

selection of new employees; process personnel  
assigned staff according to District policies, procedures

Implement on-going communication and training  
and workshops with central kitchen and department  
**E**

Develop, implement, and maintain food safety control  
Control Points (HACCP) procedures in the central kitchen  
software innovations for monitoring and accountability

Safeguard all central kitchen food service staff with  
knowledge about environmental safety, hygiene, and



Substitution: Additional years of qualifying experience may substitute for the required education on a year for year basis.

**LICENSE AND OTHER REQUIREMENTS:**

Hold a current ServSafe Food Manager Certificate; valid California driver's license; proof of automobile insurance; and require at least 10 hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, methods, and techniques of quantity menu design, food preparation, and production including inventory controls.

Institutional food management.

Proper methods of preparing, cooking, baking, packaging, storing, and serving of foods in large quantities.

Pertinent food service sanitation, health, and safety regulations including HACCP food safety system.

Nutrition analysis software.

Applicable sections of the California Education Code, USDA, CDE, and other laws, rules, and regulations related to assigned activities.

Kitchen environment; subject to heat from ovens, cold from walk-in refrigerators and freezers, and intermittent excessive noise.

SAMPLE PHYSICAL ABILITIES: