



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### FOOD SERVICE OPERATIONS SUPERVISOR

**DATE POSTED:** **March 10, 2017**

**APPLICATION DEADLINE:**

**OPEN UNTIL FILLED**

**Position no. / Range:** 0335 / 50.51

**Starting Pay:** \$21.50 p. hr.

**Hours of Operation:** 4:30 am- 1:30 pm (Central Kitchen)

**Location:** 7818 Wilkerson Ct., SD, CA 92110

**Union Status:** Non- Union

**Status/ Hours:** FT / Exempt

**No. of Weeks:** 52

**Dept. / Program:** Child Care Food Program/  
Central Kitchen

#### **Basic Job Assignment:**

Under general direction from the Food Service Manager, the Food Service Operations Supervisor coordinates, monitors, and participates in the production, packaging, and transportation of thousands of meals daily, and performs related work as required. The Food Service Operations Supervisor will provide general direction and supervision to Cooks, Prep Cooks, Food Service Assistants, and Food Service Delivery Drivers. The Food Service Operations Supervisor may also provide occasional relief as a delivery driver.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of and ability to understand kitchen safety and sanitation practices, methods of care, use and cleaning of kitchen tools and equipment; basic safety procedures as applied to food preparation, basic math; Principles and practices of supervision; NHA Human Resources policies and procedures; Policies and procedures relevant to the kitchen and its operations, including the truck delivery fleet; Applicable federal, state and local laws and regulations, including USDA and California Department of Education Child and Adult Care Food Program (CACFP), National School Lunch Program (NSLP), Summer Food Service Program (SFSP), and local health, sanitation and safety and fire regulations, procedures and guidelines; CACFP, NSLP, and SFSP portion sizes; Basic culinary and nutrition planning principles and practices. The ideal candidate will also have the ability to communicate clearly, concisely, and effectively primarily in English, both orally and in writing with people of various educational, socio-economic, and cultural backgrounds; Exercise sound independent judgment within area of responsibility; Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with staff and site representatives; Establish and maintain effective working relationships with other NHA management, site staff and others; Operate kitchen tools and equipment, a computer using word processing and database software applications, and operate other standard office equipment; Perform complicated mathematical calculations to scale up recipes, convert recipes using various units of measure, add, subtract, divide, multiply using Excel; Understand, interpret, explain and apply those local, state and federal law and regulations outlined above; and Train, coach, and develop staff. Demonstrated experience practicing good personal hygiene and working with culturally and ethnically diverse, low income or no income clients and unique populations is extremely important and required of this position.



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### **Qualifications:**

- Completion of culinary program with at least a 2-year degree in culinary arts, food service management, or a closely related field;
- A minimum of five (5) years in a kitchen supervisory position overseeing and directing the work of staff;
- Must possess a San Diego County approved Food Handler's Card;
- Certified Food Safety Manager highly desired (e.g. ServSafe, Expor, 360training or National Registry of Food Safety Professionals).
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (i.e. background clearance via fingerprints and TB test). *The TB clearance must be renewed every four years.*
- A valid California Driver's License (*verified by a H6 -DMV print out which must be submitted with the application*);

**Please note:** Drivers will be evaluated by NHA's insurance provider and may be excluded from the auto policy if they meet any of the following criteria:

- More than two moving violations and/or accidents (or a combination of the two) within the past three (3) years;
- A major violation(s) during the past five (5) years. They include (but are not limited to):
  - Driving while intoxicated or under the influence (DWI/DUI/OWI/OUI)
  - Leaving the scene of an accident (hit and run)
  - Careless or reckless driving
  - Manslaughter/homicide or assault through use of a motor vehicle
  - Fleeing/eluding a police officer
  - Commission of a felony
- More than three (3) vehicle related suspensions/reinstatements over a three-year period. *Count these separately from the other violations.*
- Drivers who currently have a suspended, expired or revoked license.
- Any other violation acknowledged by the insurance carrier.

### **Example of Major Functions:**

- Provides general kitchen supervision to the entire culinary, prep, and delivery driver team;
- Creates work schedules to ensure appropriate staffing pattern at all times;
- Creates route delivery schedules to 50+ sites to ensure all meals arrive to clients on time;
- Coordinates maintenance /repairs of delivery vehicles to ensure fleet of delivery trucks is adequate and in good working order at all times;
- Coordinates and ensures execution of meal transportation to numerous sites on a daily basis;
- Conducts quality assurance checks on various aspects of food including taste, temperature and recipe compliance;
- Conducts quality assurance checks on various parts of the operation, such as delivery route efficiency, meal production process, supply stocking, etc., to ensure accuracy and efficiency and reports findings to Food Service Manager;



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- Monitors and assists in loading food delivery carts as needed, preparing auditable Transport Record documentation, and loading carts into delivery trucks as needed;
- Monitors and assists Cooks as needed, including filling out various documents such as Meal Production Records or food labels;
- Scales up recipes daily to ensure accurate amounts of food are ordered and prepared;
- Cooks, prepares recipes, packs, assembles meals, and drives delivery routes as needed as back-up to staff;
- Monitors food handling, safety and/or cleanliness of work areas and employees and advises staff on corrective procedures as necessary;
- Ensures safety and cleanliness of kitchen and prep areas at all times;
- Provides or coordinates training to staff on food safety and sanitation or vehicle safety topics;
- Participates in all aspects of menu and recipe development and ensures compliance with State, Federal, and other meal pattern guidelines;
- Performs accurate inventory for food and operational supplies and places orders with vendors;
- Places and receives phone calls and writes and responds professionally to emails
- Serves as relief to Food Service Manager as needed;



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

- ***Please submit a DMV printout of your H-6 with your application.***

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

### **BENEFITS:**

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department.**