



KITCHEN MANAGER

Classification: Kitchen Manager

Location: Assigned Building

Reports to: Food & Nutrition Supervisor

FLSA Status: Non-Exempt

Employee Group: SEIU

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

While duties are similar, compensation varies based on assigned schools due to variety, complexity, size, and staff (i.e., elementary school, middle school, high school, alternative school).

Part I: Position Summary

Supervises the operation and staff of a school kitchen/cafeteria by ordering and preparing items for a varied menu and overseeing the food service staff in the preparation, service, cleanliness, safety, and clean-up of the kitchen/cafeteria. Assures compliance with all codes, policies and procedures of the district, and health, nutrition, and reporting requirements.

Part II: Supervision and Controls over the Work

Works under the general and professional supervision of the nutrition services manager and may receive occasional day-to-day direction from the school administrator in terms of operations, scheduling, priorities, etc. The manager is expected to operate with a high level of independence seeking out the assistance and advice of the supervisor for unusual or more difficult problems or to assist in human resource management issues. The employee is guided by program direction and expectations, district policies and regulations, professional standards, safety requirements, and local, state and federal guidelines concerning school food service operations.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

Kitchen/Cafeteria Management:

1. Schedules and assigns work to be done.

2. Observes food storage, preparation and line service to assure quality standards, quality control, and proper presentation of food.
3. Provides for requisition, storage, and inventory of food and supplies and for use of left-over foods.
4. Verifies quantity and quality of items received, advising supervisor concerning improper quality/condition of items received.
5. Inventories items according to established system and rotates stock in a timely manner.
6. Oversees the use of equipment, requesting repairs and replacement as needed.
7. Maintains a constant check of conditions of sanitation and safety and makes needed corrections.
8. Prepares and assures timely and accurate accounting of school fund receipts.
9. Enforces employee sanitation procedures, dress/personal hygiene codes and/or standards.
10. Provides information of food service program to students, parents, and school staff.
11. Responds to customer concerns and complaints.
12. Assists in verifying meal eligibility and runs point-of-sale functions (middle and high school).

Food Preparation:

13. Stores food and equipment in specified locations.
14. Provides guidance in or personally leads preparation of specialized menu items.
15. Maintains and prepares food service according to district approved menus. Assures cooks and staff have and follow recipes and directions for numbers of meals to be served.
16. Participates in and monitors food preparation and cooking.
17. Responsible for all production record accounting.

Supervision and Human Resource Management:

18. Oversees work of staff.
19. Reviews timecards for accuracy and sends to food services department.
20. Provides on-the-job training in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping.
21. Counsels employees to maintain productive working relationships.
22. Recommends hiring and disciplining of employees.
23. Conducts staff meetings and communications with employees on policies, procedures, practices, programs, etc.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.



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2. Graduation from high school or equivalent.
3. Minimum of three years of progressively responsible cook/baker level experience preparing large quantities and varied food products.
4. Ability to communicate and maintain good working relations with other employees, students, community representatives, and school staff.
5. Ability to effectively supervise and provide leadership to a kitchen/cafeteria staff.
6. Skill in the use of technology for control, management, reporting, and communication of food service operations.
7. First aid training and a valid state food handlers certificate including HIV/Hepatitis certification.
8. Strong customer service orientation and skills.

Part V: Desired Qualifications

1. Food and nutrition service experience in a school setting.
2. Training in food service operations and nutrition through a post-high school food service institute or professional association.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, lift, sit, talk, move about, hear and speak. Noise level may be high when operating equipment. Required to stand, be on feet, and move around for a full work shift. Frequent exposure to extremely hot and cold equipment and hazardous work tools.

Ability to lift and move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.