

KITCHEN MANAGER

REPORTS TO: District Clerk

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Kitchen Manager ensures the smooth and efficient operation of the school cafeteria and is responsible for the production of nutritious, appetizing meals for students and staff, while meeting all governmental and district regulations. The Kitchen Manager must also ensure the district is maximizing its resources and minimizing production costs.

ESSENTIAL FUNCTIONS:

- Supervises and participates in the preparation and service of snacks and meals.
- Provides training to food services staff in the areas of food preparation and sanitation.
- Ensures food handling and serving is performed by individuals Serve-Safe Certified.
- Plans menus to conform with federal requirements to provide nutritional meals utilizing fresh vegetables and fruits in place of dessert items while maximizing inventory and minimizing cost.
- Responsible for weekly, monthly, and quarterly ordering and inventorying of all food and supplies as needed to ensure District resources are maximized.
- Kitchen Inventory (food, supplies, and equipment) to be completed once each year to the Superintendent.
- Responsible for receipt and dating of food shipments to enable a first in-first out use of food.
- Updates and maintains District HACCP plan and standardized recipes per USDA standards.
- Maintains daily production records in accordance with OPI standards. Responsible for maintaining high standards of cleanliness and safety in the kitchen, food storage areas, and cafeteria and oversees and participates in the cleaning and sanitizing on a daily basis.
- Ensure proper storage of all food in accordance with USDA requirements on a daily basis and before school breaks (summer, Christmas, and spring break).
- Ensures that all equipment in the cafeteria area is in safe, working condition and immediately notifies the Superintendent when repairs cannot be performed by the kitchen staff.
- Ensures kitchen and food storage area is cleaned and inspected one week before start of school.
- Supervises kitchen personnel in the safe and proper use of kitchen equipment.
- Develop a complete guide detailing the process of protocol and procedures to ensure efficient and effective transfer of duties to a substitute cook or organization which is readily available in the kitchen.
- Communicates Food Service program needs to the Superintendent on as needed basis in regards to supplies and equipment.
- Assists the Superintendent in obtaining grant funding for the food service program as opportunities arise.
- Prepare kitchen and cafeteria area as needed for cleaning services and/or events.
- Attends training approved by the Superintendent on menu planning, software, and/or school nutrition.
- Assists in and provides the School Wellness Committee information regarding food safety and nutrition for children.
- Assist the Superintendent and District Clerk in analyzing food service program financial data and help ensure the fiscal stability of the food service program.
- Assists in planning work schedules of kitchen helpers including the submission of leave requests per the Employee Handbook.

- Schedules two inspections by County Health Department each year as required by OPI school nutrition program. Kitchen and food storage area inspections should be scheduled during food preparation times when all possible.
- Delegation of duties to ensure maximum efficiency for all kitchen staff.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or GED and previous experience with quantity food preparation and service.
- Serve-Safe Certification, or ability to obtain and maintain certification
- Holds a valid First Aid and CPR/AED certification card.
- Ability to write, read, and, comprehend simple instructions and correspondence.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral, written, and computer communications.
- Familiar with MS Office Suite, Google Suite and Internet Explorer.
- Able to perform duties with an awareness of Federal, State, and District policies.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to handle stressful situations.
- Ability to effectively prioritize time and responsibilities.
- Ability to maintain confidentiality of employment and student matters.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

EQUIPMENT USED:

Computer, calculator, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other common kitchen equipment and appliances.

WORK ENVIRONMENT:

The employee constantly works around others, works with the public, and works inside. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee occasionally will be working in temperatures about 100 degrees and will be walking on slippery surfaces.

PHYSICAL DEMANDS:

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly required on the job. Mathematics, estimating, and problem solving are frequently required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: February 11, 2003

Revised on: July 26, 2010, March 13, 2019