

KITCHEN MANAGER

JD LOCATOR: 5.31

Adopted: 9/91

Revised: 1/03, 10/09

REPORTS TO:	Director of Food Services
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY To serve the students attractive, nutritious meals following established guidelines. To provide a comfortable atmosphere for the students. Kitchen must follow all sanitation guidelines. Kitchen must be run efficiently.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Supervises and instructs kitchen personnel in a safe, proper, and efficient manner. Uses all equipment correctly. Reports any kitchen personnel problems to the Food Service Director.
2. Maintains the highest standard of safety and cleanliness following all sanitation guidelines. Works with the health inspectors in a professional manner.
3. Determines the quantities of food to prepare. Orders produce, food for storeroom and freezers through the AS400 computer system. Orders milk and bread through the contracted vendor. Orders daily or weekly as needed.
4. Receives shipments by checking packing slips. Responsible for sending invoices to be paid to the food service office.
5. Keeps production records daily for lunch and breakfast. Production records will be filled out in detail following the guidelines and used to determine serving sizes. Follows set recipes and menus so that the nutritional data matches the meals served. Works with the school nurse and parents regarding special diets for students with notes from a physician.
6. Tests foods in the proper way to assure taste and texture before meals are served. Reports of less than high quality items will be sent to the food service office.
7. Keeps adequate inventory records. Temperature records will be kept on all refrigerated units. Performs daily or monthly scheduled maintenance on all equipment. Checks equipment regularly to assure that it is safe to use and properly working. Calls or emails work orders to the food service office.
8. Assures that the kitchen, storerooms, refrigerators, and freezers are locked each day. Reports any losses or damages to the Food Service Director.
9. Arranges to check refrigerated equipment over long breaks. Assures food is properly stored, in cases of snow days.
10. Reports immediately to the Building Principal and the Food Service Director all accidents in the kitchen or cafeteria premise.
11. Cooks and serves breakfast and lunch. Cleans up after breakfast and lunch.
12. Sets and supervises rotation cleaning and station schedules for the kitchen.
13. Attends managers' meeting each month. Attends any training meetings set by the district.
14. Safely cleans, uses, and maintains the following equipment: steam tables, tilt skillet, convection oven, steamer (HS only), kettle, warmer, range, hood, dishwasher/disposal, mixer slicer, and fryer.
15. Maintains time cards and schedules for kitchen personnel.

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16. Uses good time management to assure serving schedules are met. Ensures students are fed the correct foods in a timely manner. Communicates with Building Principal and the Food Service Director.
17. Assures the "point of service" rule is met daily.
18. Works with the Food Service Director to solve problems which arise concerning the kitchen.
19. Is polite and courteous to students, faculty, staff, and parents.
20. Promotes healthy eating in the school food department. Works with administrators on special meetings and events.
21. Other tasks assigned by the Food Service Director.

SUPERVISORY RESPONSIBILITIES

Assigned food service staff members and activities that take place in the school kitchen.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Previous food service experience in a school, hospital, or industrial food service operation.
3. Maintain a valid food service certificate.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.

2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and properly utilize various machines/equipment especially as machines/equipment are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
8. Ability to work independently with minimum supervision.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: *The physical demands 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 regularly required to stand for more than 6 hours; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee should have the ability to ascend and descend a ladder. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing 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 sometimes exposed to wet/humid conditions, moderate hot/cold temperatures, and moving kitchen equipment. The employee is occasionally exposed to open flame, toxic or caustic chemicals, and risk of electrical shock. Exposure to extreme hot/cold temperatures is usually moderate. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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