# LAGUNA BEACH UNIFIED SCHOOL DISTRICT
# Job Description: Nutrition Services, Central Kitchen Manager

## BASIC FUNCTION:
Under general supervision of Supervisor, Nutrition Services, to plan, organize, and lead a large secondary school food service or central kitchen operation; to plan, organize, coordinate, requisition, receive and store foodstuffs, materials and supplies; and to assist in or prepare reports concerning the cafeteria functions and activities.

## ESSENTIAL DUTIES:
- Plans, organizes, coordinates and leads food service personnel in the cooking, baking and serving of foods in a cafeteria and fast food service setting
- Reviews, inspects and tastes foods to determine quality, appearance and edibility
- Implements and maintains quality and portion control procedures
- Organizes and prepares hot and cold foods in batch amounts for delivery to other food service units
- Inspects and reviews the food preparation and serving areas to ensure that appropriate cleanliness and sanitation standards are maintained
- Estimates, requisitions and orders appropriate quantities of foodstuffs, supplies and materials
- Receives, inspects, organizes and leads in preparation of foodstuffs, establishes a systematized procedure for the use of foodstuffs, supplies and materials to ensure adherence to appropriate shelf life standards
- Assists in the orientation and in-service training of food service personnel
- Establishes and maintains a variety of operational records, and prepares reports and summaries as required
- Operates standard industrial food service equipment such as cooking and baking equipment, warming ovens and food carts
- Utilize a computer and assigned software as required
- Communicates with students and staff to exchange information

## OTHER REPRESENTATIVE DUTIES:
- Participates in the selection of food service personnel
- Provides technical input into the performance evaluation of food service personnel
- Performs operational analyses and recommends function improvements
- Perform other related duties as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES:
### Knowledge of:
- Principles, methods, procedures, and techniques of preparing, cooking, baking and serving food in large quantities
- Standard food service terminology, appliances and equipment
- Sanitation, safety practices and procedures
- Menu planning, cost determination, nutrition, and state and federal lunch and breakfast program requirements
- Methods and operational procedures pertaining to the requisitioning, receiving, and storing of foodstuffs, supplies and materials

- Basic mathematical calculation processes, record keeping, money handling and banking procedures
- Nutrition, dietary requirements and alternative food sources
- Personnel motivation, planning and organization techniques

**Ability to:**
- Effectively lead food service personnel in the cooking, baking and serving of nutritionally sound and attractive foods
- Determine and recommend alternative food substitutes
- Adhere to type A lunch and breakfast program requirements
- Perform basic mathematical calculations with speed and accuracy
- Maintain complete and accurate inventory control and other operational records
- Understand and carry out oral and written directions, including use of nutrition service terminology
- Establish and maintain cooperative working relationships
- Lift and transport foodstuffs, materials, and supplies
- Lead and coordinate the work of others

## MINIMUM QUALIFICATIONS:

**Experience:**

Three years of increasingly responsible experience in quantity food preparation, and food service facility maintenance, including fast food operations in a commercial, institutional or school food service facility, and at least two years in a lead capacity.

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by training, or coursework in nutrition, dietetics, menu planning, quantity food preparation methods and procedures, or closely related areas.

**Personal Qualities:**
- Independent worker
- Maturity and good judgment
- Neat and clean appearance, including hair covering
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation
- Willingness to provide appropriate direction to other nutrition services staff

## WORKING CONDITIONS:

**Environment:**
- Indoor school kitchen/cafeteria environment
- Subject to heat from ovens and cold from freezers

**Physical Requirements:**

- Ability to stand for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to frequently lift and move up to 30 pounds, occasionally lift and move up to 50 pounds, and occasionally lift more than 50 pounds with assistance
- Ability to repetitively twist, tolerate pressure involving wrists/hands, repetitively use hand, arm, and shoulder
- Hearing and speaking to exchange information
- Seeing to monitor food quality and quantity

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, and computer equipment
- Ability to operate a variety of industrial food service equipment

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions and limitations of assigned duties
- Ability to support and mentor other nutrition services staff

**Hazards:**

- Heat from ovens
- Exposure to hot foods, equipment, and metal objects
- Working around knives, slicers and other sharp objects
- Exposure to cleaning chemicals and fumes

**SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.