

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Food Service Kitchen Manager/Junior and Senior High

## QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High school diploma or GED.
3. Must complete Short Course I, II, III, IV and approved Sanitation Course in a reasonable time.
4. Must complete any recommended courses pertaining to position.
5. Successful experience in food production, supervision, communication and planning.
6. Must be capable of managing personnel in a professional manner.
7. Must be experienced in quantity food preparation and able to use the most efficient methods of food preparation and instruct employees in this area.
8. Managers must be able to operate all food service equipment in their kitchens.
9. Must be able to work in a standing and/or walking position for long periods of time under conditions of extreme temperature and be able to lift 45-50 pounds efficiently.
10. Manual dexterity to operate and handle equipment pertaining to each kitchen.
11. Wears uniform and appropriate hair restraints (approved by food service director and/or state/country authority) at all times in food preparation and dining areas.
12. Regular attendance.

REPORTS TO: Food Service Director

SUPERVISES: All kitchen staff including van drivers.

JOB GOAL: Plan, organize and direct the Food Service Program in the school kitchen and satellite :

## PERFORMANCE RESPONSIBILITIES:

1. Sets professional example for staff.
2. Directs employees in the preparation of food using tested, uniform, standardized recipes and follows menus as directed by Food Service Office. Checks to see if all finished products are acceptable in both taste and appearance before being served.
3. Maintains highest standards of cleanliness and safety. Instructs employees in techniques and procedures in serving, production, and cleaning. Ensures adherence to proper safety and sanitation principles.
4. Checks food shipments and signs invoices only after being certain they are correct.
5. Reports any foods that are spoiled or of poor quality.

6. Must have complete knowledge of all departments in the kitchen and be able to instruct kitchen personnel in different areas and in the safe and proper use of all kitchen equipment.
7. May help in preparation of all foods and other kitchen operations.
8. Supervises the daily cleaning of all food equipment, sanitation methods for dishes, silverware, pots and pans, etc.
9. Responsible for seeing that storerooms, freezers, and coolers are locked and the overall security of kitchen area.
10. Orders foods needed from food service supervisor on a weekly basis. Orders bread/milk from delivery person.
11. Completes and maintains required forms or records. Maintains time sheets and associated personnel records for all employees and submit them to Food Service office. Maintains production and participation records as required by federal and state regulations. Completes satellite daily record sheets for Day Cares and Head Start
12. Provides direction and communication for satellite schools. Oversees preparation and accurate pack-out procedures to satellite stations.
13. Assigns duties to staff as required, notifying Food Service office when substitutes are needed.
14. Promotes good public relations with students, faculty, staff and parents.
15. Supervises uniform code, production schedules, rest breaks, and meal periods for kitchen staff.
16. Maintains proper storage conditions, rotation of stock, use of leftovers and security of food and supplies.
17. Schedules daily, weekly and occasional cleaning jobs.
18. Evaluates kitchen staff using district approved evaluation forms.
19. Serves as liaison between building principal, staff and students, and Food Service program.
20. Oversees student helpers. (Senior High)
21. Data entry for computerized lunch sales and required reports, count money and prepare bank deposits, maintain confidentiality of all records or designate kitchen worker to perform such computer duties, with approval of food service director.  
(Junior High)
22. Forecasts production needs daily.
23. Maintains inventories as required.
24. Attends menu and planning meetings as scheduled by Director of Food Services.
25. Reports any problems with equipment, food, or personnel to Food Service Director.
26. Performs other duties and assumes additional responsibilities as assigned.

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TERMS OF EMPLOYMENT: Nine month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/8/03