

KITCHEN MANAGER (SECONDARY & ELEMENTARY BASE KITCHEN)

Classification: Nutrition Services

Location: Assigned Building

Reports to: Nutrition Services Manager

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Responsible for following day-to-day meal-program operations of a school kitchen/cafeteria to high standards, including those related to: food and supply order, receipt, storage, and inventory.; Food preparation, cooking, meal presentation, site cleanliness/sanitation, point-of-sale (POS) meal/sales accounting, completing production records daily, and staff training. Follow meal programming nutritional and food safety guidelines as established by Federal-USDA, State and District mandates. Assure all staff (including self) meets work-performance expectations.

Part II: Supervision and Controls over the Work:

Works under the general and professional supervision of nutrition services management, and may receive information pertaining to matters related to student management, serving schedules, and school safety protocols from the school administrator. Employee is expected to adhere to the chain of command (Nutrition Services Manager, Nutrition Services Director) while doing the following:

1. Operate with a high level of independence, seeking out the assistance and advice of nutrition services management for unusual or more difficult problems; or assist in human resource management issues.
2. Work within Federal/State/District/School regulations, policies and procedures; apply and meet professional standards at all times.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Kitchen/Cafeteria Management

- a. Assign work to be done within schedule parameters set by nutrition services management.
- b. Follow day-to-day meal program operations of a school kitchen/cafeteria to high standards, including those related to:
 - Food/supply order, receipt, storage, an inventory.
 - Food preparation, cooking, with a focus on quality and safety.
 - POS meal sales, accounting, and cash handling.
 - Meal presentation and merchandising.

- Completing production records daily.
 - Support and training of kitchen staff (three plus).
- c. Forecast and order food and supplies from various food service vendors.
 - d. Verify quantity and quality of items received by vendors, alerting nutrition management of any issues (i.e.: quality/condition issues; issues with quantity delivered; etc.).
 - e. Inventory items according to established timeline/system; rotates stock in a timely manner.
 - f. Enter inventory transfers into computer inventory management program, to kitchens in district, when necessary.
 - g. Oversee use of and training on equipment; initiate contact with Custodial for equipment repair work orders, as needed.
 - h. Maintain proper safety and sanitation conditions, alerting Nutrition Services of any concerns.
 - i. Follow dress code as set by Nutrition Services. Remind kitchen staff of dress code, when necessary.
 - j. Respond appropriately to customer concerns/complaints, which include alerting and seeking counsel from nutrition management.

2. Food Preparation

- a. Responsible for food/supply order, receipt, storage, inventory; particularly those related to forecasting, quality and waste efficiency.
- b. Organize work time to review and use menus, recipes, production specifications and program standards to prepare and cook menued meals to targeted standards; particularly those related to food quality/safety.
- c. Assume lead role in food preparation, cooking and presentation.
- d. Follow production planners for effective food preparation and service; follow recipes and directions for equipment use.
- e. Responsible for completing production record daily.

3. Food Service, Cleaning, and Maintenance

- a. Ensure menus are prepared, placed, presented and served according to set standards, which include those related to marketing, portion control, customer service and efficiency.
- b. Assist in cleaning food preparation and cooking surfaces, utensils, pots, pans, trays, etc.
- c. Monitor work areas for safety hazards and respond appropriately (i.e.: immediate cleanup of floor spills; fast removal of work obstructions; etc.)
- d. Ensure equipment is clean and well-maintained; that appropriate staff (custodian /food service supervisor) is alerted to equipment in need of repair/service.

4. Administrative and Safety Functions

- a. Food/supply order from approved vendors, receipt, storage, inventory, and safety using prescribed process/system and tools.
- b. Secure food, supplies and equipment; protect against loss, theft, or abuse.
- c. Ensure reimbursable meals are appropriately identified, served and accounted for.
- d. Complete program record requirements, which include those related to meal production records, temperature logs and safety inspections.
- e. Maintain a facility and equipment to detect and prevent injuries or damage.

5. Supervision and Human Resource Management (for operations with multiple cooks and/or assistants).

- a. Ensure kitchen staff is meeting program standards, which include meeting core work performance standards.
- b. Review timecards for accuracy, then send to Nutrition Services.
- c. Provide on-the-job training to cooks, nutrition assistants, and substitutes, when necessary.
- d. Provide input on kitchen staff work performance.

6. Additional Responsibilities Specific to Secondary Schools and Elementary Bases.

- a. Conduct team meetings/communications with employees on policies, procedures, practices, programs, program performance, etc.
- b. At elementary bases, forecast and order to cover food/supplies needed for menus at multiple elementary schools and base itself.
- c. At secondary schools, forecast and order to cover food/supplies needed for multiple menu formats.
- d. Order food/supplies directly from vendor via specific ordering process set by nutrition services management.
- e. At secondary schools, perform responsibilities in all areas of point-of-sale (POS/meal computer):
 - Enact and assure timely, accurate accounting of student meal account funds.
 - Produce and run reports.
 - Operate meal computer to account for daily meals, sales and bank deposit.
 - Complete and maintain all point-of-sale records.
 - Proficiently conduct POS operation.
 - Effectively manage cash handling and bank-deposit procedures.
 - Complete cash handling money transfer form to prepare and send bank deposits.
- f. Train and support staff on POS. Train and direct work of cooks, nutrition assistants, student workers, and substitutes.

Perform other duties as assigned by Nutrition Services Management.

Part IV: Minimum Qualifications:

Successful experience in working with culturally diverse families/communities; or demonstrated commitment to strengthening engagement of a diverse community, and skill in communicating with a diverse population.

- Graduation from high school or equivalent.
- Five years' experience in food/supply order, receipt, storage, inventory, preparation, cooking, nutrition requirements, record keeping and reporting.
- Skill in following required production planners for effective food preparation and service; reading and comprehending recipes and directions for equipment use.
- Ability to communicate and maintain good working relations with other employees, students, community representatives, school staff and nutrition management.
- Ability to effectively provide leadership to a kitchen/cafeteria staff.
- Skill in the use of technology for control, management, and reporting of nutrition services operations.

- Maintain valid Food Handlers Card.
- Must have effective working knowledge of basic computer skills, including: internet navigation, email and folder management.
- Customer service skills.
- Ability to pass pre-placement drug and physical examinations.

Part V: Desired Qualifications:

- Nutrition service experience in a school setting.
- Serve Safe Certified.
- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here represent work expectations/conditions an employee is required to accept & meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties include: frequent need to bend, lift, pull, push, reach, move about, hear and speak; stand and/or move around for a full work shift. Noise level may be high when operating equipment.
- Ability to lift and move up to 50 pounds.
- Specific vision abilities required include: close vision; distance vision; color vision; peripheral vision; depth perception; ability to adjust focus.
- Ability to use computer equipment to complete reports, maintain inventories, etc.
- While performing work duties, exposure to blood or other potentially infectious materials or illnesses may occur.