

COOK/ASSISTANT KITCHEN MANAGER (SECONDARY & ELEMENTARY BASE KITCHEN)

Classification: Nutrition Services

Location: Assigned Building

Reports to: District Administrator

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; POS meal/sales accounting, site cleanliness/sanitation, and completing production records daily and staff training. Follow meal programming nutritional and food safety guidelines as established by Federal-USDA, and State and District mandates.

Part II: Supervision and Controls over the Work:

1. Receive day-to-day direction from the kitchen manager.
2. Obtain specific performance requirements, guidelines and directives from nutrition services management.
3. Assist with lead-level duties in day-to-day meal-program operations.
4. Work within Federal/State/District/School regulations, policies and procedures; apply and meet professional standards at all times.
5. Follow program chain of command:
 - a. Kitchen Manager
 - b. Nutrition Services Management
 - c. Nutrition Services Director

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

1. Food Preparation:

- a. Enact food/supply order, receipt, storage and 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 required food preparation and service; follow recipes and directions for equipment use.
- e. Assist with training and direct the work of nutrition assistants and student worker(s)
- f. Perform in other positions when needed.

2. Food Service, Cleaning, and Maintenance:

- a. Present and serve menus 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.
- e. Ensure menus are prepared, placed, presented and served according to the set standards, which include those related to marketing, portion-control, customer service and efficiency.

3. Supervision and Human Resource Management

- a. Supervise the performance and production of up to six kitchen staff.
- b. Assist to ensure kitchen staff is meeting program standards, which include meeting core work-performance standards.
- c. Assist in reviewing timecards for accuracy and then send to Nutrition Service Office.
- d. Assist to provide on-the-job training to nutrition assistant(s) and substitutes, when necessary.
- e. Provide input on kitchen staff work performance.

4. Administrative and Safety Functions

- a. Assist in 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 recorded.
- d. Complete program record requirements, which include those related to meal production records, temperature logs and safety inspections.
- e. May be required to fill in for the lead position in the event of an absence.
- f. Maintain awareness of facility and equipment to detect and prevent injuries or damage.
- g. Attend all scheduled trainings.

5. Additional Responsibilities Specific to Secondary Schools

- a. Operate point-of-sale (POS); assist with staff POS training.
- b. Effectively follow cash handling and bank deposit procedures.
- c. Help train staff on point-of-sale operations and procedures.

Perform other duties as assigned by nutrition services management.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities; or have otherwise demonstrated commitment to strengthening engagement of a diverse community, and skill in communicating with a diverse population.

- Graduation from high school or equivalent.
- Two year 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 services management.
- Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
- Skill in 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 certification.
- 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, push, pull, 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.