

**OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: KITCHEN MANAGER

QUALIFICATIONS:

1. Thorough knowledge of food preparation and sanitation, including HACCP procedures
2. Ability to supervise and build a cohesive team
3. Pleasant attitude toward students, faculty, vendors and the general public
4. Strong organizational skills
5. ServSafe certification (Must obtain certification within 4 weeks of employment)
6. High school graduate supplemented by three years food service experience

REPORTS TO: Director of Nutritional and Food Service

JOB GOAL: To manage a school kitchen/cafeteria ensuring school meals are prepared and served in accordance with USDA and State Child Nutrition Policies and local requirements

PERFORMANCE RESPONSIBILITIES:

1. Orders, receives and maintains inventories of food items such as dairy products, bakery goods and produce; completes all necessary paperwork regarding inventories, students served and other statistical summary reports.
2. Orders food per Director's specifications that comply with nutrient analysis and wellness requirements.
3. Completes daily production records and HACCP recordkeeping forms.
4. Makes maximum use of commodity items.
5. Supervises/evaluates cooks; organizes job responsibilities; oversees staff to ensure smooth operation.
6. Prepares menus following standardized recipes and serves meals following the production records to maintain state and USDA compliance.
7. Ensures sanitation and security of storerooms, coolers and freezers daily.
8. Attends routine department and/or training meetings as required.
10. Handles other duties as required or requested including special functions and catered events.

PHYSICAL DEMANDS: Ability to lift up to 50 pounds and stand for extended periods of time.

TERMS OF EMPLOYMENT: 178 days

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Director of Nutritional and Food Service

APPROVED BY SCHOOL BOARD: June 24, 2021