

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Nutrition Services Kitchen Manager
Last Reviewed: November 2022
Work Year: 150 - 186 days
Department: Nutrition Services and Schools
Reports To: Assigned Nutrition Services Coordinator

SUMMARY Perform supervisory and operational activities related to on-site school meal preparation and presentation, staff management (2-10 staff per school), and financial records management for the Nutrition Services operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 20% Perform, supervise, and actively engage in activities related to food preparation per federal, state, and district guidelines.
- D 10% Complete, compile, and run various daily reports including menu worksheets, time sheets, labor sheet, banking check list, deposit slips, sales from a la carte, and sales activity sheets. Deposit daily sales.
- D 15% Maintain and enter data on customer accounts including receiving money, special recommendations or restrictions from parents, and refunding money to customers when withdrawing from the district.
- D 8% Schedule and adjust employee hours and assignments based on staffing guidelines.
- D 16% Train and evaluate employees in food preparation, food handling, proper and safe use of equipment and sanitation, marketing strategies, customer relations, point of sale, etc.
- D 5% Implement and communicate operating changes to daily routine, processes, and menus.
- D 5% Discuss nutrition regulations and all aspects of nutrition program with building principal, secretary, students, parents, teachers, other managers, and the community.
- W 5% Collect money from past due accounts by running low balance letters.
- M 6% Complete and run National School Meals Report, monthly labor report, and inventory of food and non-food supplies.
- M 2% Implement promotions and marketing programs for the child nutrition programs.
- M 1% Attend and participate in manger meetings to discuss problems, menus, and operation.
- M 1% Implement special diets as needed.
- M 1% Attend and participate in professional nutrition meeting as requested and as available.
- Ongoing 5% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING High school diploma or equivalent.

EXPERIENCE 6 months to 2 years' experience in large quantity food preparation, supervision, school food service, and computers.

SKILLS, KNOWLEDGE, & EQUIPMENT Basic math, writing, reading, communication, food preparation, customer service, negotiating, and supervisory skills. Knowledge of large quantity food preparation and health department standards of sanitary food practices. Ability to manage multiple tasks in a stressful environment and deal with difficult situations and people. Operating knowledge of and experience with institutional food preparation equipment. Operating knowledge of computers and point-of-sale system required within 3 months after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS Valid Colorado driver's license.

SUPERVISION/TECHNICAL RESPONSIBILITY Directly supervises employees in the school kitchen. Positions supervised include Nutrition Services Workers and Nutrition Services temporary employees. Spends over 75% of time conducting supervisory responsibilities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems; and assisting with appraising performance, interviewing, rewarding, and disciplining employees. Acts as a resource for kitchen staff by providing training and for school staff, administrators, parents, students, and community by addressing questions and issues.

JUDGMENT AND DECISION MAKING Work is self-directed and assigned by the assigned Nutrition Services Supervisor. This position requires supervisory skills and the application of food preparation and sanitation knowledge to meet the expectations of customers; to meet federal, state, and school guidelines and laws; to create and carry out menu plans; to accurately order and inventory food and supplies; to manage reports and costs; and to provide excellent quality foods. Work is guided by health department sanitation guidelines, district and department policies and procedures, and buying guides. Decision making requires collaboration with the assigned Nutrition Services Supervisor, Nutrition Services Secretaries, other kitchen managers, Principal, and school staff. The assigned supervisor is occasionally involved in decision making.

DIVERSITY OF DUTIES Requires cross training in food preparation, sanitary food handling, health department guidelines, supervision, clerical skills, basic math, computers, software systems, cost estimation, kitchen equipment, and customer service skills. Duties impact individuals within the school assigned.

SAFETY TO SELF AND OTHERS High exposure to self to heat burns due to ovens, stoves, and steam. Medium exposure to self to bruises due to bumping into equipment, to cuts due to knives and slicers, and to chemical burns due to cleaning supplies. Low exposure to self to fractured bones due to slipping on wet floors, to hernia due to lifting heavy items, to disease due to hepatitis and food poisoning, to repetitive motion injuries due to food preparation, to loss of limb due to mixer and slicer, to loss of sight due to chemicals, to disfigurement due to cleaners and burns, and to fatality due to use of gas stoves and driving if required. May expose other to injuries and/or disease if a person in this position fails to maintain cleanliness of work area/cafeteria, to operate equipment and handle cleaning supplies safely when others are present, and/or to ensure safe and sanitary preparation of food.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually loud.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to communicate, coordinate, compute, synthesize, evaluate, use interpersonal skills, and negotiate. Frequently required to compare, analyze, instruct and compile. Occasionally required to copy.