



LARAMIE COUNTY SCHOOL DISTRICT 2

Students First

Kitchen Manager

Reports To: Food Service Director

SUMMARY

The Kitchen Manager is responsible for overseeing the day-to-day operations at the program location, including prepping, cooking, and delivering food items that meet mandated requirements and/or requests of students and/or school personnel; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Coordinates delivery and pickup of Breakfast in the Classroom.
- Maintains accurate daily production records and counts for meals, snacks, and other programs.
- Ensures kitchen and food storage area is cleaned and inspected prior to the start of school.
- Maintains facilities in a sanitary condition (e.g. equipment; food prep, serving, and storage areas; materials, etc.) for the purpose of complying with current health standards.
- Provides orders each week for food and supplies needed to the Food Service Director.
- Assists in planning work schedules of kitchen staff and provides daily task lists for each staff.
- Reports staff absences to the Food Service director to ensure coverage.
- Prepares monthly inventory reports.
- Ensures all food items are stored and labeled according to required procedures.
- Maintains organized storage of dry goods, refrigerated items, and frozen goods.
- Ensures guidelines are followed for the purpose of meeting health and safety requirements.
- Complies with federal, state and local health and sanitation regulations and procedures.
- Inspects deliveries for the purpose of verifying quantity, quality, and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Assists in planning and preparing for catering events.
- Reports equipment malfunctions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

- **Education and Experience:** High school diploma or GED required.
- **Interpersonal Skills:** Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner as well as establish and maintain effective relationships.
- **Language Skills:** Ability to respond to common inquiries or complaints from parents, patrons, or staff. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, email, other software programs and standard office equipment.
- **Knowledge:** Must be able to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats; understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.
- **Other Skills and Abilities:** Ability to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals. Problem solving is required to analyze issues and create action plans. Problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; and working as part of a team.
- **Certificates, Licenses, Registrations:** Must have a valid driver's license and a clear driving record. Must agree to a background check. Must complete required trainings. Must have ANSI Food Safety Manager Certification.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is generally performed in the food preparation areas or office areas.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, sitting, pushing and/or pulling. There is a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. There will be constant interaction with both students and staff.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify, or delete any aspect of this job at any time as it deems advisable.