

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Kitchen Manager (District--Central Kitchen)

Classification: Food Service

Reports to: Food Service Director

PURPOSE STATEMENT

The purpose of this position is to prepare high quality food products and oversee all food production for elementary and middle schools. Duties also include ordering supplies as needed, to prepare food items, and coordinate the work of the lead cooks, in order to support the nutrition program offered to the students and staff of the Stanwood-Camano School District. The position is responsible for all foods prepared at the central kitchen that is served at middle school and elementary school campuses.

The Kitchen Manager, in collaboration with the Food Service Director, provides direction to lead cooks, drivers, and other food service workers to correct and specify methods and procedures used. Interacts daily with school food service staff. Maintains a good working relationship with all food service staff and district employees and preserves confidentiality.

ESSENTIAL FUNCTIONS:

- Oversee and completes the operation of the cooking and the handling and storage of foods including cooking and chilling food to proper temperatures, monitoring storage time of cooked foods, and monitoring storage during thaw times and temperature charts by school site.
- Manages and records inventory monthly, including checking dates on bags, freezing food when dates come due, and checking temperatures; assures products are rotated properly.
- Manages inventory, including ordering items and keeping bins and shelves adequately stocked in order to supply items as needed; provides produce, food and bread orders to Food Service Director.
- Monitors sanitation methods to ensure proper standards are met; maintains records required by the health department.
- Maintains accurate recipe files and food production calendar as prescribed by the USDA.
- Maintains proper records (State Record Book) as prescribed by the USDA Food and Nutrition Program.
- Supervises and evaluates the assembly, preparation, and serving of suitable and attractive food within federally subsidized guidelines.

- Supervises and evaluates sanitation and safety standards, monitors compliance with health codes, alerts director to needed improvements and recommends solutions.
- Serves as liaison between food service employees and director.
- Coordinates with lead cooks and serves as liaison with food service staff to ensure smooth communication and expedite delivery of special equipment and supplies
- Serves as member of the food service team of the district; performs related duties consistent with the scope and intent of the position as assigned
- Delivers food items to schools when meal counts change, as needed; responds to school requests for emergency supplies.
- Fills in for district Food Service Director in his/her absence.
- Performs other duties as assigned.
- Job Presence.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Knowledge and ability to use effective large-scale cooking methods, practices, and techniques.
- Ability to be flexible, organized and manage time effectively in a rapidly changing environment.
- Knowledge of proper safety and sanitation standards related to large-scale food preparation, transportation, and storing.
- Knowledgeable and able to operate Point of Sale system.
- Knowledge of federal and state laws, rules, regulations and policies governing food service programs.
- Ability to establish and maintain good working relationships with a variety of students and other employees.
- Ability to work in a team setting.
- Good communications skills.
- Strong customer service skills.
- Leadership skills and the ability to maintain confidentiality.
- Ability to prioritize and multi-task on a daily basis.
- Ability to stand for prolonged periods of time.
- Ability to lift up to 50 pounds unassisted.
- Knowledgeable and able to operate a variety of large-scale commercial kitchen equipment.
- Ability to perform repetitive motions, including bending, stretching, and working with or near machinery and cleaning chemicals.
- Ability to operate a computer and learn the operation of specific software programs.
- Ability to implement, analyze, and develop new products and innovations.
- Ability to use a computer and access email, send attachments, create and open documents.

- Skill in merchandising.
- Skill in accurate record-keeping.
- Effective decision-making skills.

Education and Experience

- High school diploma or GED; completion of basic food and nutrition services training program and working on advanced program required; three years large scale cooking experience; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills and abilities required to perform the work
- Valid Washington State Food Handler's Permit
- Valid Washington State Driver's License
- WSNA membership and certification required
- Valid 1st Aid and CPR certification desirable

Continuing Ed./Training

As required to maintain permit

Certificates

Valid food handler's permit

WSNA Membership & Certification

FLSA Status:

Non-exempt

Salary Range: Per PSE Schedule A

Classification History

Job Description Developed: 7/30/14

Revised: 10/16/14; 11/15/16

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.