

**JUNCTION ELEMENTARY SCHOOL DISTRICT
PALO CEDRO CALIFORNIA**

Central Kitchen Manager Job Description

Job Title: **Central Kitchen Manager - Multi LEA**
Salary Level: **Classified Management Salary Schedule**
Classification: **Classified Management (226 days)**
Location: **Junction Elementary School and other LEA's**
Reports To: **Superintendent**
Approved: **6/22/22**

Definition of Position:

Under supervision of the Superintendent or designee, the Central Kitchen Manager directs food service personnel at a central kitchen that serves multiple sites to ensure functions are performed in a safe efficient manner, provides written support to convey information, ensuring proper transport and availability of food service items to all sites. Central Kitchen Manager is responsible for the preparation overseeing and serving of school meals, ordering food supplies and other kitchen materials, preparing menus, maintaining required records, securing substitute workers (as needed), maintaining a clean and sanitary kitchen, general overall supervision of food and food services, and oversees custodial staff assigned to the kitchen/cafeteria.

Essential Duties and Responsibilities

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/nonverbal skills to promote a positive school climate.
 - Understand and carry out oral and written directions.
 - Prepare and serve bulk menus required in the food service program.
 - Operate food service equipment in a safe manner.
 - Train and supervise with student helpers.
 - Stock food, condiments and supplies for the purpose of maintaining adequate quantities and security of items. Inventory food, condiments, supplies and equipment at specific intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
 - Maintain the highest possible standards of sanitation in regards to equipment, food preparation areas, ovens, mechanical equipment, cafeteria, etc.
 - Develop menus for the preparation of bulk menus, with attention to nutrition cost efficiency and minimal waste.
 - Organizes, prepares and directs hot and cold food items in batch amounts for transportation and delivery to other food sites/service units.
 - Provide alternate meals to accommodate allergies and special diets
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- Coordinate food service employees and other personnel as assigned (e.g. orients, trains,

provides input for employee evaluations) for the purpose of maximizing productivity of the work force, providing adequate central kitchen coverage.

- Assume responsibility for ordering, receiving, and preservation of foodstuffs and other Supplies.
- Prepare daily menus, plate count worksheets, monthly inventories, serving schedules, and work force scheduling. Process kitchen and/or food related data (e.g. daily food/milk counts reports, free/reduced meal counts, fridge/freezer temperature reports, food forecast sheet, bank deposits, food/milk orders, inventory/supply lists, machine logs, purchase orders) for the purpose of updating and distributing information, authorizing for action and/or complying with established food services practices and/or procedures.
- Effect community use of the school kitchen upon request of the Superintendent or site principal.
- Perform other duties as assigned.

Required Qualifications

To perform this job successfully, the Central Kitchen Manager must be able to perform each essential duty satisfactorily as well as supervise and coordinate the assignments of Food Service personnel. Reasonable accommodations will be made to enable employees with disabilities to perform the essential duties.

The Central Kitchen Manager must have a high school diploma or general education degree (GED), one year of job related experience and/or training or an equivalent combination of education and experience. Central Kitchen Manager must demonstrate knowledge of kitchen safety, methods, food service materials and equipment, and the ability to interact with staff, students, parents and others in an open, friendly, cooperative and businesslike manner. Knowledge of use, storage and disposal of hazardous wastes.

Physical Demands

While performing the duties of this job, the Central Kitchen Manager is frequently required to lift and/or move objects weighing up to 50 pounds and, with assistance as needed to occasionally lift and/or move objects weighing up to 70 pounds. Physical dexterity in limbs and digits is necessary to operate hand and power driven food preparation and cleaning equipment.

Working Conditions

The Central Kitchen Manager is frequently exposed to wet and/or humid conditions, extreme cold or heat, high and precarious places, toxic or caustic chemicals, and risk of electrical shock. The noise level is usually loud, and it is necessary to stand for prolonged periods of time on concrete floors.