MONONA GROVE
SCHOOL DISTRICT

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Position Description

Position Title:	School Nutrition Production Kitchen Manager
Department / Location:	School Nutrition
Reports to:	School Nutrition Director and Assistant Director of School Nutrition
Employees Supervised:	School Nutrition Assistants and School Nutrition Cook
Classification:	Non-exempt
Status:	10-month
Created / Revised:	March 2025

Position Summary

Under the direction of the School Nutrition Director and Assistant Director of School Nutrition, the School Nutrition Production Kitchen Manager is responsible for overseeing food production services. This includes managing food preparation, ensuring quality control, and supervising sales to uphold the nutritional and operational standards of the school nutrition program.

Essential Functions and Responsibilities

This position description is not an exhaustive list of all duties, knowledge, or skills but is meant to reflect the essential job elements. Any combination of the following job functions may be performed.

Essential Functions

1. Direct and supervise School Nutrition employees in food preparation and service to ensure that overall kitchen production, safety and quality considerations are met.
2. Develop work schedules and assign work within the kitchen.
3. Train staff to enhance performance and address development needs, while also cross-training employees.
4. Assist in the employee evaluation process and address performance or personnel issues as they arise, consulting the School Nutrition Director and Assistant Director of School Nutrition when necessary.
5. Communicate regularly with the School Nutrition Director and Assistant Director of School Nutrition regarding performance challenges and personnel concerns.
6. Arrange substitute shift coverage as needed.
7. Maintain standards outlined by the Federal Child Nutrition Program requirements for school meals.

8. Ensure staff correctly serve and identify reimbursable meals in accordance with program standards.
9. Maintain daily meal counts and production records to comply with United States Department of Agriculture (USDA) requirements.
10. Maintain all aspects of the front-of-house point of service software (Infinite Campus), including customer deposits and cash sales.
11. Review past, current, and future menus to assess needs, forecast quantities, and prepare the required amounts while minimizing food waste.
12. Plan, coordinate, and oversee food production and preparation for daily operations and special functions.
13. Manage food production, including assisting with cooking for breakfast, lunch, salad bar, and/or a la carte lines based on daily menu requirements.
14. Ensure food items are prepared according to standardized recipes for large-scale production. Communicate any concerns or adjustments to recipes with the School Nutrition Director and Assistant Director of School Nutrition regularly.
15. Prepare daily production records, ensuring they are completed accurately and on time in accordance with USDA standards, and submit them to the School Nutrition Director and Assistant Director of School Nutrition monthly.
16. Manage food safety by ensuring proper labeling, dating, and storage of food items in accordance with Hazard Analysis Critical Control Points (HACCP) and established Standard Operating Procedures (SOPs). Complete all required paperwork to document compliance, submitting it at least monthly.
17. Complete weekly food and supply orders, including a thorough inventory analysis. Ensure items are properly received, rotated, and used before expiration to minimize food waste.
18. Maintain an adequate inventory of food and supplies and prepare inventory reports as needed.
19. Control food and supply inventory, including completing physical inventory, dating, labeling, and rotating stock as required.
20. Follow and maintain high standards of cleanliness and sanitation, setting a positive example for other staff.
21. Prepare daily, weekly, and monthly schedules for cleaning, sanitizing, and organizing the kitchen, storeroom, freezer, and cooler.
22. Maintain appropriate certifications and training hours to meet USDA Professional Standards.
23. Step in to perform any of the directly supervised positions during staffing shortages and/or training periods.
24. Attend work regularly and punctually.
25. Perform other duties as assigned to contribute to a collaborative team environment.

Additional Job Functions

1. Attend required meetings and participate in training on work procedures and safety protocols.
2. Seek guidance, advice, or decisions from the School Nutrition Director and Assistant Director of School Nutrition when situations arise that fall outside the scope of normal duties or require a response that the employee is not trained or authorized to make.
3. Stay informed about safe practices and the proper use of equipment required to perform duties.
4. Know, understand, and adhere to all applicable District safety policies and procedures.

Knowledge, Skills and Abilities

1. Must be organized and able to work according to a set schedule.
2. Must be able to communicate effectively both verbally and in writing, and follow written and verbal instructions.

3. Must demonstrate the ability to establish and maintain positive working relationships with School Nutrition employees, district staff, and community members.
4. Must understand the importance of teamwork, timeliness, and safety.
5. Must be able to maintain composure and avoid exhibiting negative behaviors.
6. Must be able to collaborate effectively with others to accomplish tasks without creating conflict.
7. Must be flexible and able to adapt to changing priorities, new assignments, and interruptions.
8. Experience operating a variety of kitchen equipment, including a commercial dishwasher, convection oven, and steamer, is preferred.

Working Conditions

1. Indoor school environment.
2. Indoor kitchen/cafeteria environment

Physical Requirements

1. Must be able to stand and walk for extended periods.
2. Must be able to lift or move up to 50 pounds.
3. Must be able to communicate effectively to ask or respond to questions and provide information or assistance.
4. Must be able to reach in all directions, bend, stoop, and climb safely.
5. Must have the dexterity and hand/eye coordination necessary to operate equipment.
6. Must be able to communicate with others in a potentially noisy environment.
7. Must have the ability to maintain concentration and focus on repetitive tasks.
8. Must be able to follow safety practices at all times, including proper lifting techniques and equipment use.

Education and Experience

1. High school diploma or equivalent; must be able to read, write, and follow instructions.
2. Previous supervisory experience preferred.
3. Previous food preparation experience or training is preferred.

Licenses and Certifications

1. ServSafe Certification and/or current Wisconsin Food Manager Certification is preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.