

KECC Food Service Manager

DEPARTMENT:	Early Childhood	REPORTS TO:	Principal/Assistant Principal
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Non-Exempt

Position Description

The KECC Food Service Manager supervises the Food Service Department, trains new staff, and guarantees safe and timely food preparation. Monitors loading, transportation, and storage of food to ensure high-quality, low-cost meals are served to the students and staff at the Kirkwood Early Learning Childhood Center.

Task Title	Essential Job Functions	Percent of Time Spent
EC Food Service Management	<ul style="list-style-type: none"> ● Oversee food preparation, serving, transportation, breakdown, and clean-up operations. ● Enforce safety and sanitation policies to ensure safe, efficient, and effective food service operations within the Kirkwood Early Childhood Center. ● Monitor adherence to federal, state, and Kirkwood School District food service rules, regulations, and policies. ● Maintain USDA, Missouri state licensing and accreditation standards. ● Assist satellite schools with their food service programs to ensure high quality food services as necessary. ● Open and close kitchen. ● Market food service program to ensure successful, high-volume utilization of food service facilities for the Kirkwood Early Childhood Center. ● Equipment Maintenance- Planning routine maintenance, replacing equipment, etc. ● Designing menus ● Assisting with food preparation or cleaning ● Maintain records for CACFP ● Monitor foods for allergens 	50%
Personnel	<ul style="list-style-type: none"> ● Prepare and post employee work schedule. ● Contact and arrange for substitute employees when necessary. ● Develop, train, and direct kitchen staff. ● Review and forward employee timecards to controller. 	

Task Title	Essential Job Functions	Percent of Time Spent
Inventory Management	<ul style="list-style-type: none"> ● Prepare and submit daily, weekly, and monthly food orders in the appropriate quantities. ● Conduct monthly food storage inventory. ● Monitor and maintain overall food inventories to ensure accurate inventory management is achieved and maintained within the Kirkwood Early Childhood Center. 	
Recordkeeping	<ul style="list-style-type: none"> ● Maintain and update daily food production records. ● Oversee budget ● Monitor balances of kitchen budget to ensure accurate records and accounts management for the Kirkwood Early Childhood Center. 	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Department
- **Supervisory Activities:** Budgeting/Staff allocation
- **Budget Signing Authority:** \$170,000
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education:** High school diploma/GED. Must be 18 years or older.
- **Previous Work-Related Experience:** One or more years of related experience.
- **Certificates, Certifications, or Other Training:** Applied Food Sanitation Certificate
- Valid Missouri driver's license
- Able to frequently lift and carry up to 50 pounds.

Preferred

- Previous supervisory experience.

Knowledge & Skills

- Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- Customer and personal service: Principles and processes for providing customer and personal services.

Knowledge

- **Basic**
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization including sanitation procedures.
- **Intermediate:**

- o Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy and Federal and State meal program regulations and record keeping procedures.
- o Food production: Techniques and equipment for preparing food, including storage/handling techniques.

Skills

Active learning, Active listening, Critical thinking, Learning strategies, Mathematics, Monitoring, Reading comprehension, Science, Speaking, Writing, Complex problem solving, Management of financial resources, Management of material resources, Management of personnel resources, Time management, Coordination, Instructing, Negotiation, Persuasion, Service orientation, Social perceptiveness, Judgment and decision making, Systems analysis, Systems evaluation, Equipment maintenance, Equipment selection, Installation, Operation and control, Operation monitoring, Operations analysis, Programming, Quality control analysis, Repairing, Technology design, Troubleshooting

Working Conditions

Physical Demands

Sitting, Standing, Walking, Balancing, Carrying/Lifting

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Heavy work:* Heavy work: Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.
- *Very heavy work:* Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 22, 2024