

## **TITLE: KITCHEN MANAGER**

### **QUALIFICATIONS**

1. High school diploma or General Education Degree
2. Minimum experience in cafeteria food service as determined by the Board
3. Experience with bookkeeping/budgeting procedures preferred
4. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
5. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
6. Work schedule hours and to direct and supervise others
7. Ability to perform simple bookkeeping and inventory procedures and report to the Food and Nutrition Director
8. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items, move and pickup freight at other locations
9. Continuous lifting and carrying of freight, pushing and pulling up to 40 lbs. of freight and occasionally up to 60 lbs. in which case two employees will help each other lift the 60 lbs.
10. Job may require frequent stooping, bending, and carrying of food products, food service supplies and equipment up to 40 lbs.
11. Repetitive motions required in fingering, hand, wrist, and arm movements to cut and prepare food and clean kitchen areas.
12. Employees under 5 feet tall will need to be able to stand on a stool and have balance to reach overhead to handle food products up to 40 lbs. repetitively.
13. Ability to lift up to 60 lbs. of freight
14. A general understanding of Material Safety Data Sheets
15. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees
16. Self-motivated
17. Work well with students and staff
18. Excellent organizational skills
19. Maintain confidentiality of staff and students
20. Ability to pass a physical agility test

**PRIMARY RESPONSIBILITY TO**  
Food Service Supervisor and Building Principal

### **JOB SUMMARY**

To prepare and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines.

## MAJOR DUTIES AND RESPONSIBILITIES

### Kitchen and Food Operations

1. Prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Consult with the school nurse regarding special dietary needs and serious food allergies of students and staff
5. Be responsible for the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
6. Determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements
7. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
8. Supervise and assist in the serving of food that is on the production records that the Food and Nutrition Director has provided for the kitchen manager
9. Supervise and assist in the daily cleaning of all kitchen equipment, dishes, utensils, and tables
10. Cooperate with Building Principals and custodians in maintaining healthful and sanitary conditions of the food preparation, storage, serving, and dining areas

### Financial and Inventory Responsibilities

1. Process all delivery receipts, bank deposits only on Thursday and daily sales records as directed and sent to the Food and Nutrition Director
2. Order all necessary supplies
3. Report to the food service supervisor any faulty or inferior quality food that is received
4. Oversee the locking of the storeroom, refrigerators and freezers in the school that they manage and maintaining of correct inventories
5. Keep daily records of what is used
6. Requisition food stuffs and verify receipt of food shipments
7. Assume responsibility for the security of food and supplies

### Other

1. Report immediately to the building principal any problem or accident occurring in the kitchen or cafeteria area
2. Maintain friendly relations with other school staff and with lunchroom customers
3. Confer with the food service supervisor regarding any personnel problems and matters related to the food service operation
4. Prepare all reports as directed by the Food Service Supervisor

5. Keep the food service supervisor and Building Principal informed of activities and problems
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at in-services
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

**EVALUATION**

Performance of this position will be evaluated annually by the food service supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

**TERMS OF EMPLOYMENT**

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512 I.C. § 33-1210	Governance of Schools Information on Past Job Performance
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Printed Name

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Date

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Signature