

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION: KITCHEN MANAGER

SUPERVISOR: Food Service Director

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Neat, responsible, punctual, dependable.
3. Meet all State of Kansas food service employee health requirements.
4. Minimum of two years school food service experience preferred.
5. Knowledge and/or experience in all positions in kitchen.
6. Capable of operating all equipment in kitchen.
7. Basic knowledge of Federal & State requirements, including Production Records.
8. Basic knowledge of inventory and ordering procedures.
9. Prior completion of classes in safety and sanitation.
10. Management capabilities, including leadership skills, ability to supervise people.
11. Willing to learn, accept change, be creative, be a self-starter, take pride in work.
12. Be sensitive to needs and tastes of students and be able to relate well with students & staff.
13. Maintain current TB testing as required by Health Department regulations.

ESSENTIAL FUNCTIONS:

1. Meet all Federal & State requirements for meals and documentation.
2. Provide general supervision and specific work schedules and assignment for staff.
3. Assist Food Service Director in interviewing and hiring new employees.
4. Provide necessary training for new employees in job responsibilities, safety, sanitation, and use and care of equipment.
5. Submit food and supplies orders to Food Service Director on schedule.
6. Check all merchandise upon delivery to insure quality, quantity, & satisfaction. Monitor use and maintenance of all equipment.
7. Maintain files of all documentation necessary for audits and State reviews.
8. Complete & submit all local reports & documents as required by Director in a timely manner.
9. Assist with breakfast/lunch food preparation, line set-up, tray monitoring, serving, and/or cashiering as required.
10. Be capable of taking over for any staff member when needed.
11. Maintain proper safe food-handling procedures during receiving, storage, preparation, holding and serving. Comply with all Dept. of Health requirements.
12. Attend appropriate meetings, classes, etc. conducted by the Director and/or KSDE.
13. Coordinate catering activities, plan ordering, costing, preparation and serving.
14. Perform other duties and assume other responsibilities as may be assigned.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Able to handle large containers of food/ingredients (30-50 lbs.)
2. Able to tolerate heat and work on feet for extended periods.
3. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
4. Requires stooping, bending, kneeling, reaching and turning.
5. Must work in and around fumes and odors.
6. Must work in noisy and crowded environments, with numerous interruptions.
7. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will.

PERFORMANCE REVIEW: Within 90 days for new manager. Subsequent evaluations are performed yearly.

APPROVAL: 5/13/2013