

Job Description

Job Title: **Assistant Kitchen Manager, Secondary**
 Job Family: **Nutrition Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **April 2008**

Job Code: **1154**
 FLSA Status: **Non-Exempt**
 Pay Range: **G14**
 Typical Work Year: **9 months**

SUMMARY: Leads kitchen staff and Assistant Kitchen Manager, Trainee in daily duties. Responsible for the daily preparation of food and all associated functions. Assists in promoting good community relations by responding to comments and complaints regarding Nutrition Services. Also, assists in promoting and maintaining good relationships with school staff. Complies with Health Department Standards, all safety procedures, departmental policies and procedures, and all applicable state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Leads kitchen team in performing all food preparation activities including anticipating food production, cooking, and baking. Leads team in batch cooking, replenishing fruit and vegetable bar and condiment station between lunch periods.	Daily	55%
2. Monitors cash collection from students and staff.	Daily	10%
3. Assures the safety of all food served, and maintains clean and sanitary food preparation and service areas.	Daily	10%
4. Prepares end-of-day reports and reconciles cash.	Daily	5%
5. Makes routine decisions in absence of supervisor.	Weekly	3%
6. Accepts/assists with deliveries; checks packing slips, temperatures, dates and stores incoming food.	Weekly	3%
7. Maintains organization of storeroom, refrigerators and freezers.	Daily	3%
8. Assists supervisor in ordering and inventory process.	Weekly	3%
9. Assures service of proper portions to students, staff and parents.	Daily	3%
10. Performs other job-related duties as assigned.	Ongoing	5%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- More than one (1) year of experience in a school meal program or food service management.
- Experience with large volume food preparation preferred.
- Successful completion of Assistant Manager Trainee Program.
- Recommended to attend Colorado Department of Employment (CDE) summer workshops every five years.
- Recommended to attend American School Food Service Association (ASFSA) annual conference every five years.
- Willing to obtain within one year of entering position, the following District courses: Classified Evaluation System, Facilitating Improved Performance, Progressive Discipline, and Conflict Management.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- ASFSA Certification preferred.
- Recommended membership in ASFSA and Colorado School Food Service Association (CSFSA).
- Recommended to become ASFSA Certified, at Level 1, within five years of entering position.
- Recommended to obtain Serve Safe Certification through ASFSA.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Proficient knowledge of commercial food preparation and equipment.
- Proficient ability to lead, work, and resolve conflict with others.
- Basic math skills and ability to apply weights, measures and amounts in recipes.

- Basic computer skills to include proficiency in the department’s POS computer program, e-mail and web site navigation.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Large volume food production, serving, and sanitizing equipment.
- Basic kitchen utensils including knives, slicers, thermometers, and cleaning agents.
- Normal office equipment such as personal computer, printer, copier, fax, phone system, and email.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Kitchen Manager, Multi, Secondary	1150

- Employee provides input to the team leader on the other team members’ performance.
- Employee provides guidance to temporary or part-time employees including student helpers.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Employee is accountable for own equipment and/or supplies.
- Balances end-of-day reports to cash receipts.
- Employee is responsible for accuracy of cash collections and funds security.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals			X	
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	x