

**Job Description**

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

Job Code: **1166**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 12**  
 Typical Work Year: **9 months**

**NOTE:** This is a temporary position for trainees to learn and be able to demonstrate kitchen management skills and compliance with all Nutrition Services standards for food preparation and service. The hands-on training is expected to take 4-6 weeks. Upon successful completion of the training, the trainees will be encouraged to apply for vacant management positions. If none exist, current employees will return to previous positions, until a position becomes available.

**SUMMARY:** Position assists in performing all food preparation activities including anticipation, consumption, cooking and baking. Learns to lead kitchen staff in daily duties. Learns to be responsible for the daily preparation of food and all associated functions. Assists in promoting good customer 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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Learns how to and leads kitchen team in performing all food preparation activities including anticipating food production, cooking, and baking. Learns how to and leads team in batch cooking, replenishing fruit and vegetable bar and condiment station between lunch periods.	Daily	45%
2. Learns how to and monitors cash collection from students and staff.	Daily	23%
3. Learns how to, and makes routine decisions in absence of supervisor.	Weekly	5%
4. Learns how to and maintains safe and sanitary conditions of food, kitchen and associated areas.	Daily	5%
5. Learns how to and prepares end-of-day reports and cash reconciliation.	Daily	5%
6. Learns how to and accepts deliveries, checks packing slips, temperatures, dates and to store incoming food.	Weekly	3%
7. Learns how to and maintains organization of storeroom, refrigerators and freezers.	Daily	3%
8. Learns how to and assures service of proper portions to students, staff and parents.	Daily	2%
9. Assists supervisor in ordering and inventory process.	Weekly	2%
10. Performs other job-related duties as assigned including storing, dating and labeling leftover food.	Ongoing	7%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Experience with large volume food preparation preferred.
- More than six months experience in a school meal program or food service management.
- More than two months experience as a Cook-Cashier preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- American School Food Service Association (ASFSA) Certification at Level 1 preferred.

**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 preferred.
- 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
<b>Reports to:</b>	Kitchen Manager, Multi, Secondary or	1150
	Kitchen Manager, Multi, Elementary or	1151
	Kitchen Manager, Single, Elementary or	1153
	Kitchen Manager, Single, Secondary or	1152
	Nutrition Services Assistant Director or	5031
	Nutrition & BASE Supervisor	040629

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Employee is accountable for own equipment and/or supplies.
- Balanced 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		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	X
Ability to adjust focus	X

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