

Job Description

Job Title: **Kitchen Manager, Single, Elementary**
 Job Family: **Nutrition Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **February 2010**

Job Code: **1153**
 FLSA Status: **Non-Exempt**
 Pay Range: **G17**
 Typical Work Year: **9 months**

SUMMARY: Leads and manages kitchen in an elementary school, including all aspects of food preparation and serving, personnel management, scheduling and training. Develops and promotes good customer relations by responding to comments and complaints regarding Nutrition Services. Also, promotes and maintains good relationships with school staff. Monitors and assures compliance to Health Department Standards, all safety procedures, departmental policies and procedures, and all applicable state and federal regulations. Monitors revenues and expenditures to meet district financial expectations. May direct breakfast programs.

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. Schedules, supervises, directs, monitors and assists assigned personnel with timely preparation and serving of high quality, safe menu items, cashiering and cleanup. Gives and documents performance feedback as needed and completes performance evaluations appropriate for all subordinate personnel.	Daily	40%
2. Monitors and assures compliance with Health Department standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations.	Daily	15%
3. Maintains inventory of supplies, including ordering, receiving, storage, and rotation of stock.	Weekly	15%
4. Accurately maintains and reviews all kitchen financial records, including deposits, profit and loss sheets, inventories, assorted forms, and other reports.	Daily	10%
5. Delivers and documents orientation and on-the-job training to all subordinate kitchen personnel.	Daily	3%
6. Coordinates and resolves issues with principal, school staff, parents and Nutrition Services central office.	Weekly	3%
7. Oversees approval of free and reduced meal applications.	Yearly	3%
8. Follows special menus, meal promotions and marketing plans.	Monthly	1%
9. Performs other job-related duties as assigned.	Daily	10%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Three (3) years experience in a large volume food service operation.
- Successful completion of Assistant Manager Trainee Program.
- Recommended to attend Colorado Department of Education (CDE) summer workshops every five years.
- Recommended to attend American School Food Service Association (ASFSA) annual conference every five years.
- District Classified Evaluation system, District Facilitating Improved Performance, District Progressive Discipline, District Conflict Management and district Interviewing & Hiring Courses required within one year after entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- American Dietetic Association Registration as Dietetic Technician, preferred.
- Level 1 ASFSA Certification within three years of entering position, preferred.
- Must obtain, and thereafter maintain, Serve Safe Certification through ASFSA within one year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Exceptional customer service skills.

- Basic math skills and ability to apply weights, measures and amounts in recipes. Must have ability to make change.
- Proficient knowledge of commercial food preparation and equipment.
- Extensive ability to lead, resolve conflict, team build, organize and work with others.
- Proficient ability to maintain records and files.
- Basic computer skills to include proficiency in the department's POS, inventory and ordering computer programs, 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:	Nutrition & BASE Supervisor	040629

- Employee is responsible for implementation of changes evolving from the independent or interdependent decision-making process, and is held accountable for those changes.
- Employee is responsible for the accuracy of a unit member's performance appraisal.
- Employee is responsible for the team outcome being in compliance with federal, state and district regulations.
- Employee provides guidance to temporary or part-time employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Employee is accountable for monitoring revenue and expenses to meet District financial expectations.
- Oversees purchases and initiates requisition orders while ensuring that monies are not overspent.
- Employee has responsibility for supplies, warehouse stock and petty cash.
- 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