Adams 12 Five Star Schools

Job Description

Prepared/Revised Date: January 2021

Job Title:	**Assistant Kitchen Manager, Elementary**	Job Code:	**1155**
Job Family:	**Nutrition Services**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Shift Differential:	**Yes**
Typical work year:	**9 months**	Pay Range:	**G4**

SUMMARY: Lead kitchen staff and assistant manager trainee in daily duties. Responsible for the daily preparation of food and all associated functions. Assist in promoting good customer relations by responding to comments and complaints regarding Nutrition Services in a timely manner. Assist in promoting and maintaining good relationships with the school staff, nutrition support staff and community. Ensure compliance with Health Department Standards, all safety procedures, and department policies and procedures. Support, comply with and displays knowledge of all applicable federal and state regulations. Display exceptional customer service skills.

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. .Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead and direct kitchen team in performing all food preparation activities including anticipating food production, cooking and baking. Lead team in batch cooking, replenishing fruit and vegetable bar and condiment station between lunch periods. Assist in preparing menu worksheets and ensuring they are accurately completed on a daily basis. Maintain organization of storeroom, refrigerators and freezers. Make routine decisions in absence of kitchen manager	D	70%
2. Maintain compliance with Health Department standards, all safety procedures, departmental policies and procedures, including Nutrition Services SOPs and employee expectations, and all applicable state and federal regulations in assigned school. Ensure temperatures are being taken according to Nutrition Services SOP. Assure the safety of all food served, and maintains clean and sanitary food preparation and service areas.	D	13%
3. Monitor cash collection from students and staff. Prepare required end-of-day reports and reconciles cash.	D	7%
4. Follow special dietary needs procedure and adheres to special diets as directed.	D	5%
5. Assist supervisor in developing and/or completing orders and inventory. Accept/assist with deliveries; check packing slips, receipts, temperatures, dates and stores incoming food. Manage and reports vendor issues when kitchen manager is not available.	W	4%
6. Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- More than one (1) year experience in a school meal program or food service management.
- Experience with large volume food preparation preferred.
- Nutrition Services or other food service management training preferred.
- Must be a minimum of 18 years old.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs (currently 12 hours for Kitchen Assistant Managers).
- Ability to successfully complete a pre-hire, post-offer physical examination.
- SNA Certification preferred.

- Recommend membership in SNA and Colorado School Food Service Association (CSFSA)
- Recommended attendance at the Colorado Department of Education (CDE) summer workshop every five years.
- Recommended to attend Colorado School Nutrition Association annual conference every two years.
- Must complete the district courses "Progressive Discipline," and "Classified Evaluation System" within one year of entering position.
- Must obtain, and thereafter maintain, a department approved food safety training program within 6 months of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Exceptional customer service skills.
- 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.
- Must have ability to calculate change.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to work with children and children with special needs.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department
- Ability to promote and follow Board of Education policies, District 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.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition Services Manager	1151

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Senior Cook/Cashier	varies	040330
	Cook/Cashier Trainee	Varies	040329

- Provide input to the team leader on the other team member's performance.
- Provide guidance to temporary or part-time employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Balance end-of-day reports to cash receipts.
- Responsible for accuracy of cash collections and fund 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 feel				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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