JOB DESCRIPTION

JOB TITLE: Kitchen Manager – Secondary School

REPORTS TO: Nutrition Services Director

UNIT CLASSIFICATION: American Federation of Teachers (AFT)

The Kitchen Manager, under the director of the Nutrition Services Director, is responsible for the operations of a middle or high school kitchen. Responsibilities include the supervision of staff and the implementation and coordination of food services that ensure high standards for nutrition, food quality and production, and quality customer service.

ESSENTIAL FUNCTIONS

Depending on the specific assignment, a kitchen manager may perform some or all of the following functions:

1. Estimate daily and/or weekly production needs, and order food and supplies for one or more schools.
2. Supervise, schedule and coordinate the activities for an assigned number of staff who prepare, cook and serve food.
3. Wash equipment and dishware to ensure and maintain a clean, healthy and sanitary facility.
4. Maintain daily records of the food prepared and meals served. Keep records of products, which are sent to other schools.
5. Keep an accurate inventory of food and supplies at a low, manageable level. Restock and organize all food and supplies.
6. Ensure proper handling of monies and payment entries into student meal accounts.
7. Participate in preparing and cooking meals.
8. Receive and count monies, prepare daily reports and complete sales deposits.
9. Provide a positive customer service experience.
10. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
11. Perform cashiering duties using a computerized system.
12. Communicate with students and parents regarding monies owed for meals.
13. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School diploma and 3 years of quantity food preparation and production experience, with at least 1 year in a supervisory capacity. Substitutions may be allowed on a case-by-case basis as determined by Personnel Services.
2. Must be willing and able to move 30-40 lbs.
3. Hold a valid Washington State food handler's permit.
4. Knowledge of food preparation and cooking methods, with skill in operating mixers, slicers, steam cookers, choppers, dish machine and other kitchen equipment.
5. Knowledge of National School Meal Program menu planning.
6. Knowledge of proper safety and sanitation procedures.
7. Knowledge of good supervisory practices with the ability to motivate and supervise employees
8. Ability to work within a schedule and to work effectively under pressure.
9. Must have oral and written English communication skills as well as basic math and computer skills.
10. Ability to establish and maintain effective working relationships with staff, students and public.
11. Culturally competent; ability to effectively work with diverse populations.

EMPLOYMENT INFORMATION

Benefits: Consistent with the AFT Agreement.