
SHERWOOD SCHOOL DISTRICT 88J

JOB DESCRIPTION

TITLE: Nutrition Services Kitchen Manager - Elementary, Middle and High School

REPORTS TO: Nutrition Services Supervisor

PURPOSE

Direct the operations of the school kitchen with assistance from the Nutrition Services Supervisor. Responsible for day to day performance of tasks required to provide Nutrition Services programs to a school population. Provide assistance in schools to plan, prepare and serve nutritious meals to students and staff in a sanitary, efficient and friendly environment. Assist in maintaining accurate accountability.

This is the advanced level position within the Nutrition Services series, distinguished from other classes in the series by the level of responsibility assumed and the complexity of work assigned. Employees perform the most difficult and responsible types of duties assigned to the classes within the series, including the exercise of considerable independent thinking, judgment, problem-solving, and decision-making. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Nutrition Services Supervisor. Provide guidance and instruction to other Nutrition Services staff. Nutrition Services Kitchen Manager designated with lead responsibility for other Nutrition Services staff as assigned.

QUALIFICATIONS

The physical demands described here 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.

- A minimum of a high school diploma or equivalent
- Minimum of five years of experience in food service
- Ability to lift 60 lbs
- Knowledge of methods of preparing, cooking, serving foods and proper nutrition
- Knowledge of procedures involved in managing a school meal operation
- Knowledge of federal and state guidelines and requirements for a school meal program
- Knowledge of and ability to operate equipment found in school kitchens
- Ability to prepare food planned for the proper nutritional needs of students, and if needed, within the requirements of the National School Lunch and Breakfast Program
- Ability to keep accurate records
- Ability to supervise the work of others
- Work well with and provide excellent customer service to students and staff
- Comprehend and follow written and oral instructions and complete work within established timelines
- Possess a valid Food Handlers Card
- Ability to perform basic technology skills

ESSENTIAL RESPONSIBILITIES

- Supervise and perform the preparation and serving of foods in accordance with prepared menus and cleaning of dishes and equipment
- Supervise and perform cashiering duties, deposits and accounting of all received money
- Supervise and performs full routine of computerized meal records program
- Order, check in and properly store food and supplies while maintaining an accurate inventory and records
- Set standards of efficiency and sanitation in food preparation
- Outline daily duties of staff
- Manage food inventory and supplies for satellite kitchens
- Assist and instruct new personnel in methods and procedures of tasks assigned
- Work with custodial staff in maintenance and cleaning of the kitchen and equipment
- Assist in the preparation of budget input as requested and maintain effective budget monitoring procedures
- Responsible of accounting of meals served, number of meals served, milk and quantity served following the USDA guidelines for portion control
- Maintain accurate, complete and correct records as required by USDA

- guidelines, federal and state law, district policy and administrative regulation
- Maintain professional competence through participating in inservice education activities, workshops and seminars
- Participate cooperatively with the Nutrition Services Supervisor to develop a program design, procedures and a system of professional improvement
- Responsible for catering and coordinating the use of the kitchen
- Responsible for carrying out marketing plan of the Food Service Program

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department.

WORKPLACE EXPECTATIONS

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work setting
- Abide by Washington County Health Department/ Food Safety Dress and Regulations
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all district policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement between Sherwood School District 88J and Oregon School Employees Association Chapter #103.

ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

The physical demands described here 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.

- The employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, sit, use hands to finger, handle, feel, slice, stir, and reach with hands and arms, climb up and down step stool, bend under tables, twist from the waist, and stoop, kneel, crouch, or crawl
- The employee must frequently lift and/or move up to 60 pounds
- Specific vision abilities required by this job including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- This position entails sitting/standing at a workstation 2-3 hours a day

AN EQUAL OPPORTUNITY EMPLOYER

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date

Last Revised: January 2024

**Sherwood School District
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