

Buhl School District #412

Job Description

Non-Certified

Child Nutrition

TITLE:

- Kitchen Manager

SUMMARY:

- To ensure efficient operation of the school cafeteria and ensure an atmosphere of efficiency, cleanliness, and friendliness in which students may be served nutritious meals.

REPORTS TO:

- Food Service Supervisor

PROFESSIONAL REQUIREMENTS:

1. High school diploma or equivalent.
2. Two years of experience in preparation of large quantities of food in a clean and efficient manner, preferably in a school district
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Successful completion of courses within one (1) years of hire date that are required by the Idaho State Department of Education and the Buhl School District.

DUTIES AND RESPONSIBILITIES:

1. Supervises and participates in the preparation and serving of all food in the school food service program.
2. Maintains records of food supplies and requisitions additional supplies as needed.
3. Receives and supervises the storage of all goods received for the kitchen.
4. Assures that menus developed by the food service supervisor are followed without deviation.
5. Oversees and participates in the cleaning of the kitchen, serving, storage, and dining areas.
6. Responsible for checking that all equipment in kitchen area is safe and in proper working order.
7. Trains, supervises and evaluates kitchen personnel.
8. Keeps accurate daily counts of number of students serves.
9. Maintains records for paying and exchange adult meals.
10. Capacity and capability of handling huge sums of money and accurate records of payments.
11. Supervises the overall functions of the kitchen, provides for a cheerful, efficient and productive operation.
12. Performs any other duties that the food service supervisor delegates.
13. Will complete all training assigned by the Food Service Director.
14. Perform other tasks and assume other responsibilities as the superintendent and/or board may deem necessary.

SKILLS AND ABILITIES:

1. Ability to communicate clearly and concisely, both orally and in writing.
2. Computer skills including use of email.
3. Ability to use Powerschool to run meal service, generate reports for cash reconciliation and meal accountability, and assist parents with Powerschool meal accounts
4. Ability to read and prepare production records for daily operations.

5. Ability to use the food buying guide for purchasing and preparing food.
6. Assist parents with student Powerschool meal accounts.
7. Assist parents with menu details including student medical information and restrictions.
8. Ability to read and interpret documents such as menus, operating and maintenance instructions, and procedural manuals.
9. Ability to effectively communicate in one-on-one and small group situations to parents, students, and other employees of the district.
10. Ability to solve practical problems and deal with a variety of concrete variables.
11. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
12. Ability to work in a friendly manner and to develop effective working relationships with students, staff and the school community.
13. Ability to perform duties with awareness of all district requirements and Board of Education policies, and applicable laws.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly, stands; walks, uses hands and fingers to handle, or feel objects, tools, or controls. The employee frequently reaches with hands and arms. The employee must frequently lift and/or move up to 25 pounds and 50 pounds with help. The employee will sometimes push/pull items such as tables, bleachers.

Terms of Employment:

All student attendance days and others as directed by the Food Service Supervisor

This position shall be considered in all respects "employment at will" and the terms set forth in this job description shall not create a property right and are set forth only to advise the employee of when and what types of services will be required by the District.

Salary & Benefits:

1. Work Schedule and Salary to be determined by the Board of Trustees
2. Comprehensive benefit package dependent upon weekly hours worked.

Evaluation:

Performance of this position will be evaluated periodically by the Food Service Supervisor or a designee in conformance with District policy relating to evaluation of classified employees.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed 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. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

AN EQUAL OPPORTUNITY EMPLOYER

Employee Printed Name _____

Employee Signature _____ Date _____

My signature acknowledges I have been provided a copy of this job description.