

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **KITCHEN MANAGER**

SUPERVISOR: Director of Food Service

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must have Food Handler's license.
3. Practical experience in preparation and serving food.
4. At least one year (three years is preferable) of experience in food service work.
5. Ability to train and lead personnel.
6. Ability to direct and maintain food service operations
7. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Account for all money daily to provide accuracy in dealing with assets within the food service department.
2. Perform monthly inventory of food to provide an accurate accounting within the food service kitchen.
3. Complete monthly government reports and implement local and governmental policies and regulations necessary to receive government reimbursement to ensure that the district is abiding by all local and state government requirements.
4. Direct and assign food service personnel to achieve work assignment standards; plan, recommend hiring and dismissal of employees, coordinate, assign jobs, and evaluate each food service employee to achieve an efficient work environment within the food service kitchen.
5. Provide direction and training for food service employees for the purpose of conveying information relative to job functions.
6. Schedule, coordinate and help prepare menus and meals for feeding students and other personnel as required to provide the highest quality of service.
7. Keep records and account for all meals served; perform quality control of food to ensure accuracy within the food service department.
8. Maintain a satisfactory inventory of appropriate food supplies and condiments and place all food orders for menu purchases to ensure an adequate supply of food within each food service kitchen.
9. Maintain cleanliness of equipment and kitchen to ensure a sanitary work environment.
10. Operate all equipment appropriately as required for the purpose of ensuring a safe and effective work environment.

11. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.
12. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
13. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Requires stooping, bending, kneeling, reaching and turning.
4. Ability to lift up to 50 pounds.
5. Must work in and around fumes and odors.
6. Must work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008