

GODDARD USD 265
CLASSIFIED JOB DESCRIPTION

POSITION: Nutrition Service Kitchen Manager (7-12)

RESPONSIBLE TO: Nutrition Service Director & Principal

EVALUATED BY: Nutrition Service Director

TERMS OF EMPLOYMENT: Classified Position
Hourly Rate of Pay

PURPOSE OF POSITION: Works under the direction of the Nutrition Service Director. Responsible for planning and production of all food in the food service cafeteria, kitchen, catering and the transfer of food to other units. Processes, files and maintains daily reports; plans; performs data input; prepares, supervises, and coordinates all food service operations.

ESSENTIAL DUTIES (Others may be assigned):

1. Supervises program; accounts for all daily money; performs inventory; does computer processing; files, and maintains point of sale daily reports; places all food orders for menu purchases; accounts for daily food counts; completes monthly government reports.
2. Directs and assigns all ~~food~~ nutrition service personnel in achieving work assignment standards.
3. Provides direction, training and in-service.
4. Supervises nutrition service employees and resolves personnel problems or refers them to the director.
5. Participates in building level food service personnel evaluations with appropriate administrator / supervisor.
6. Evaluates other food service personnel.
7. Plans, schedules, coordinates and prepares menus and meals for feeding students and other personnel as required.
8. Develops business system for collecting, depositing and accounting for money collected and disbursements as required.
9. Implements local and governmental policies and regulations necessary for receiving government reimbursement.
10. Coordinates supervision of lunchroom(s) with building administration; for food service periods, record keeping and accounting of all meals served.

11. Reviews and plans for set menus; supervises ordering, purchasing, checking in (signs invoices after each order is verified and forwards invoices to the Director and/or Assistant Director), requisitions, maintains and stores food supplies and equipment in an orderly central supply; oversees stocking and security of storage facilities, replenishes supplies on a regular basis and maintains a monthly inventory.
12. Assess normal service practices and procedures of kitchen equipment and systems. Regularly inspects and trouble-shoots equipment and reports any needed repairs or concerns to the Nutrition Service Director to insure preventive maintenance.
13. Assures sanitary conditions and general cleanliness of lunch room(s); maintains highest standards in cleanliness and safety. Supervises and assists with the daily cleaning of all kitchen equipment; washing, sterilizing all dishes, silverware and utensils.
14. Oversees and participates in preparation of food; evaluates operations in food service lines; establishes serving sizes per age level; assesses quality of food in flavor and appearance before it is served; makes corrections; and, provides necessary on-the-job-training.
15. Submits proposals and specifies long-range needs to the Nutrition Service Director; assists in bid specifications and quality standards.
16. Keeps informed on current trends in food service operations. Current in HACCP procedures.
17. Manages all job duties with mobility, agility and dexterity to operate all kitchen equipment such as mixers, convection ovens and other small implements and electrical equipment; reads recipes, plans for set menus and calculates need for purchasing quantities by evaluating needs of plates to serve, alert to color and texture of foods; moves, lifts, pulls and pushes food supplies and equipment to cook, clean and stock shelves.
18. Supervision of special events and catered requests.
19. Use Skyward Employee Access program to clock in and out, submit weekly time sheets; manage employee email account and to access district forms.

OTHER JOB DUTIES (Others may be assigned):

1. Maintains and reports current schedules of services.
2. Keeps facilities and work areas clean and orderly.
3. Performs, but not limited to, duties of workers supervised.
4. A classified employee may be transferred at any time to any job which he/she is qualified to perform and when the transfer is deemed to be in the best interest of the district.

REQUIRED QUALIFICATIONS:

High school diploma or equivalent; practical experience in purchasing, preparation and serving food; at least one (three years preferable) years of experience in food service work; ability to train and lead personnel; ability in budget planning, purchasing and price control; able to direct and maintain food service operations; ability to lead and motivate people in food nutrition service. Must have extensive knowledge of food safety, and must obtain a Food Safety Basics Certificate within 6 months of date the date of hire.

ATTENDANCE REQUIREMENTS:

A forty (40) hour workweek with the understanding that schedules shifts may be altered depending upon the critical nature of the job. Workday hours will be determined as required by conditions and / or requirements. Sick day and vacation day policies are included in the district personnel policy manual.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS:

1. Demonstrates ability, agility and mobility to use all food service and office equipment.
2. Manages job requirements with mobility to use large equipment; agility and dexterity to reach, lift up to fifty (50) pounds, move and handle tools required to cook and serve food; dexterity to access files, manipulate small objects and gauges for measuring and testing; focused observation to determine correct food preparation, to observe kitchen workers for performance, to evaluate all functions of food service.
3. Must be able to work in any and all temperature and lighting conditions under which the job must be performed. May be required to wear protective equipment including gloves for exposure control under limited circumstances.
4. Wears clothes that are clean, and in good repair. No holes, tears or stains. No sweat pants or sleeveless shirts. Shorts are acceptable if the hem reaches the knee. Must wear sturdy, closed toe, closed ankle shoes. No jewelry, except small stud earrings, one plain band such as a wedding band, and a watch are acceptable. Finger nails must be trimmed, clean and free of infection. No artificial nails or nail polish.
5. Cell phones are not to be used while preparing food or in the production area. Cell phones can be used during breaks away from the production and serving area.

CONDITIONS OF EMPLOYMENT:

1. Must obtain a Food Safety Basics Certificate within 6 months of the date of hire.
2. Negative TB test prior to employment.
3. Negative Drug test prior to employment.
4. Must pass Criminal Background check.

PERFORMANCE STANDARDS / EVALUATION:

1. Must support district mission, goals, and objectives.
 2. Must demonstrate ability to meet quality standards and on time requirements in job duties at the building assignment(s).
 3. Must meet standards in a time sensitive manner as directed by the building manager of food services.
 4. Must meet all district safety requirements.
 5. Maintain a professional level of courtesy and appearance to staff and district patrons.
 6. Must demonstrate strict confidentiality as to all information concerning students, parents, teachers, administrators and employees of USD 265.
 7. Initial employment shall be for a probationary period of 90 calendar days.
- Employees will be evaluated by their supervisor on or before the 30th day, 60th day and the 90th day of employment. At any point during the 90 day probationary period, the employee's director may recommend the employee be terminated. At the end of the 90 day period, the director will recommend the employee for regular employment or termination. Upon being recommended for regular status with the Goddard Public Schools, the employee shall receive a \$0.25 per hour increase to his/her hourly rate of pay, and the district may reimburse the employee for the difference in pay at the end of the 90 day probationary period.

I understand the job description that I have just read and can comply fully with all requirements with or without accommodations.

_____/_____/_____
Employee's Signature Date

_____/_____/_____
Supervisor's Signature Date