

SUMMER SCHOOL KITCHEN MANAGER

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. High School Diploma preferred.
2. Minimum of three (3) years successful, comparable experience as a cook in the School District, or work experience in a restaurant, hotel or similar food service setting.
3. Knowledge of kitchen procedures and management.
4. Possess a current Food Handlers Card.
5. Ability to work with staff, students, administrators and patrons.
6. Proven ability to work with and supervise others.
7. Strong math and communication skill
8. Capable of lifting up to 50 pounds.
9. Physically able of performing assigned duties.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Child Nutrition Supervisor

Supervises: Summer Cooks

Job Goals:

Provide leadership to promote child nutrition; create an atmosphere that attracts and pleases students, teachers, administrators and school support staff while consistently working to create an interest in the role of the school food service program in the school and community.

Essential Duties and Responsibilities:

1. Provides training and instruction to all kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
2. Develops standards of excellent for providing and maintaining quality in the preparation and presentation of meals served to students.
3. Maintains the highest standards of safety and cleanliness in the kitchen according to the guidelines set by the USDA and the Child Nutrition Supervisor.
4. Uses proper procedures with receiving and storage of groceries and kitchen supplies. All deliveries must be checked in, properly stored in storage area and verified on invoice before signing.
5. Applies management principles to following the menu and production records provided by the Child Nutrition Office, ensuring all meals served meet current nutrient standards and provide meals that encourage student participation.
6. Maintains a good working relationship with parents, students, teachers and principal(s) on all aspects of school food service.
7. Has or develops computer skills to operate computer software that is in use in each kitchen.

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8. Collects and records all lunch money received from students, adults and ala carte sales.
9. Maintains a daily record of all students and adults participating in the lunch program and gives an accurate count to the Child Nutrition Supervisor.
10. Maintains a daily record of all paid, labor, free and reduced-price meals.
11. Is responsible for collecting and recording all meal charges.
12. Totals all monies received daily and submits to Child Nutrition Supervisor.
13. Is responsible for the following reports:
 - a. Daily reconciliation/disk (daily)
 - b. Bank Deposit to Food Service Office (daily)
 - c. Production Records (daily), keep on file at school
 - d. Inventory control (weekly)
 - e. Time Cards (monthly)
 - f. Invoices to Child Nutrition Office (daily/weekly)
14. Is responsible for kitchen security, including storage and care of food and supplies, proper use of appliances, and kitchen security before leaving daily.
15. Reports immediately to the Child Nutrition Supervisor any problem or accident occurring in the kitchen or cafeteria. Completes and returns accident forms to the Child Nutrition Office.
16. Maintains a healthy atmosphere with all fellow employees. Communicates effectively with both Supervisor and other employees, creating productivity and satisfaction in the workplace. Evaluations of personnel to be completed annually.
17. Reports to Child Nutrition Supervisor any faulty or inferior quality food which is received.
18. Attends all manager and in-service meetings.
19. Supervises the daily cleaning and sanitation of the kitchen, equipment, dishes and utensils.
20. Is alert and ready to help supervise situations that occur in the lunchroom.
21. Maintains high standards of ethical behavior and confidentiality.
22. Has regular and predictable attendance.

Other Duties and Responsibilities:

Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

FOOD SERVICE

FLSA Status – Non-exempt

Page 3 of 3

This is a part-time seasonal position. No benefits are available for this position. Scheduled work hours will be determined by the Child Nutrition Supervisor. Salary will be determined by the Summer Salary Schedule, as adopted by the Board of Trustees.

Evaluation:

N/A

Physical Demands/Work Environment

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand; walk; and have sufficient hand, arm and finger dexterity. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is moderate to loud.

Reviewed _____ Revised 03/11
04/12
04/13
12/16

NOTES:

All certificated and non-certificated employees and other individual are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

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