



## Nye County School District - Human Resources

# Job Description

<b>Title: Kitchen Manager</b>	<b>Classification: Classified</b>
<b>FLSA Status: NON-EXEMPT</b>	<b>Terms of Employment: 180 days a year, 6 to 8 hours per day depending upon school site</b>

**JOB GOAL:** To serve students and staff meals which are attractive and palatable, in an atmosphere of efficiency, health, cleanliness and warmth.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor, which does not conflict with NCSD policies and administrative regulations.

1. Supervises and is responsible for the preparation of approved menus and recipes, used for breakfast and lunch.
2. Supervises and is responsible for maintaining the lunchroom in a neat and sanitary manner. Custodial employees do the actual cleaning of the area.
3. Maintains standards for efficient and sanitary food preparation and service.
4. Plans work for the following day and ensures that food is prepared in advance if necessary.
5. Determines food quantities needed for the day's menu, using estimated lunch count and Menu Planner Worksheet.
6. Orders necessary food supplies for future menu needs.,
7. Checks all items received against invoice or requisition for accuracy.
8. Counts, verifies, and is responsible for all receipts, control records, daily and monthly reports.
9. Prepares timecards for employees at the kitchen site.
10. May be responsible for operation of more than one kitchen.
11. In conjunction with the Food Service Coordinator, evaluates school lunch employees at the kitchen site.
12. May deposit monies when necessary.
13. Resolves food complaints and maintains good public relations with the student body, staff and parents.
14. Records daily temperatures of freezers, refrigerators, dish machines and menu items prior to service.
15. Directs food service workers and assigns job duties when necessary.
16. Act as cashier during meal service.

### POSITION EXPECTATIONS

#### Knowledge, Skills and Abilities:

1. Knowledge of preferred supervisory principles.
2. Knowledge of techniques involving proper food handling, cleaning and storage of food.
3. Knowledge of cooking and baking techniques as applied to institutional and school food preparation activities.
4. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
5. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
6. Recognizes and reports hazards, and conforms to safety standards as prescribed.
7. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
8. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

## POSITION REQUIREMENTS

### Education, Training, and Experience:

1. High School Diploma or equivalent

### Licenses and Certifications:

1. Valid Nevada Driver License

### Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

### WORK ENVIRONMENT:

**Strength:** Medium/heavy – Exerts force up to 50 lbs., frequently; or 10 lbs., constantly; or negligible for constantly.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices.

**Environmental Conditions:** Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with kitchen areas, (i.e., ovens, grills, refrigerators/freezers, etc.)

**Hazards:** Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**Working Conditions:** Various computers, ovens, refrigerators, freezers, slicers, grills, ice machines, kitchen utensils and appliances, and other supplies necessary to perform the function of the position description.

Approved by: \_\_\_\_\_

Superintendent

7/15/24  
Date



## **Nye County School District**

### **NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX**

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

NCSD's Title IX Coordinator is:  
Michelle "Chelle" Wright, PHR  
Director of Human Resources  
Nye County School District  
484 S. West St.  
Pahrump, NV 89048  
775-727-7743, extension 300  
[title9coordinator@nyeschools.org](mailto:title9coordinator@nyeschools.org)

NCSD's nondiscrimination policy and grievance procedures can be located at:

<https://bit.ly/NCSDPolicies-AdminRegs>.

*(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR, 0212, and 6110/ 6110R)*

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [title9coordinator@nyeschools.org](mailto:title9coordinator@nyeschools.org).

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

#### **Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

#### **Americans with Disabilities Act**

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact human resources (HR) with any questions or requests for accommodation.