

SHAWNEE MISSION SCHOOL DISTRICT

Job Description

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| Position Title | Kitchen Manager, Elementary School |
| Department | Food Service |
| Reports To | Food Service Area Supervisor |
| Salary Schedule | Food Service, Grade 7 |

SUMMARY:

The kitchen manager, elementary school, is directly responsible for the food service operation in the assigned school through the subordinate organization. The subordinate organization includes the food service assistants and substitutes. The manager provides support for the food service activities at assigned location with specific responsibilities for ordering food necessary for food preparation; organizing food preparation activities; overseeing and assisting food service employees with food preparation, serving, cashiering and clean up; preparing bank deposits; confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements and USDA and KSDE regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- A. Operates the food service program at assigned school within the guidelines established by USDA, Kansas Department of Education (KSDE), Kansas Department of Health and Environment (KDHE), and district policies and procedures.**
- B. Keeps accurate records which include production records, inventory, temperature logs, pest check logs, cooling log, and corrective action log and other requirements of the Food Service Office, Kansas State Department of Education (KSDE) and USDA.**
- C. Attend scheduled meetings and training classes as required.**
- D. Communicates with all food service staff in a timely manner and effectively (e.g. information from the food service office, manager meeting minutes).**
- E. Reports all service and equipment repairs as needed.**
- F. Maintains and enforces high standards of sanitation and safety as well as the highest quality of production to insure high quality food items are served.**
- G. Ensures that all employees are using the district standardized recipes and serving portion sizes.**
- H. Merchandise meals and other food items served to students, staff and parents.**
- I. Plan work and production schedules to obtain the maximum utilization of employees.**

- J. Adjusts menus to meet emergencies, with the approval of the area supervisor or nutritionist.**
- K. Notifies the school office of any menu changes including principal, secretary and nurse.**
- L. Accurately completes an inventory of food and non-food items. Assures that all supplies are on hand for the day's preparation before needed.**
- M. Order and maintain adequate supplies of food and non-food supplies including ala carte items. Create orders and submit to food service office via food service software within specific time table.**
- N. When food is delivered, check-in by visually counting each item, noting if the correct item was delivered, order was filled correctly and if quality of product is acceptable. Make corrections on invoice while the delivery personnel are on site. Return items that do not meet quality expectations and notify the food service office.**
- O. Processes receipts for the purpose of completing and documenting transactions and making bank deposits. Reconciles transactions (e.g. meal counts, monies collected) for the purpose of maintaining account balances.**
- P. Professionally handles customer comments and concerns.**
- Q. Provides supervision and on-the-job training to assure that all policies and established procedures are followed by employees. Provide assistance as needed to help employees improve their performance.**
- R. Evaluates the performance of assigned personnel.**
- S. Receives calls for absenteeism of employees, makes necessary schedule adjustments and arranges for substitutes, if needed.**
- T. Catering meals and/or refreshments for events for students, faculty, staff and parent-teacher organization. This is coordinated through the area supervisor.**
- U. Performs computer functions to include placing all orders, completing inventory, operating the point of sale (POS), checking account balances for parents.**
- V. Provide leadership which promotes the importance of child nutrition to create an interest in the role of the food service program with administrators, staff, students, parents and patrons.**
- W. Performs other duties as assigned.**

QUALIFICATION REQUIREMENTS: *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. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Must be able to perform all of the production tasks in the assigned unit, including serving and clean up, cashiering with normal training.**
- B. Must be able to operate food service machinery including dishwashing equipment, ovens, steamers, and all other food service equipment designated by the Manager of Food Services.**
- C. Must be able to assist other food service workers with the completion of their tasks, and be able to serve as a replacement worker for absent food service employees.**

EDUCATION AND/OR EXPERIENCE:

- A. High school diploma or GED.**
- B. The ability to perform basic math functions including addition, subtraction, multiplication, division, fractions and percentages.**
- C. Should have personnel and managerial experience.**

LANGUAGE SKILLS:

- A. Strong oral and written communication skills.**

PHYSICAL DEMANDS: 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.

- A. Must be able to lift, carry or otherwise move or position objects weighing 30 pounds.**
- B. Must be able to stand continuously during work shift.**
- C. Must be able to bend and squat.**
- D. Repetitive movement of hands and fingers.**

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

- A. Must be able to work well with staff, other building employees, students and the public.**

The information contained in this job description is for compliance with the Americans 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.