

**TRUMBULL FOOD SERVICES
POSITION OPENING**

The following opening exists in the Food Service Department

POSITION: Cook Manager I

SCHOOL: Elementary School

HOURS OF WORK: 6.50 Hours Daily
7:30 a.m. to 2:00 p.m. (Hours may vary) Including
Occasional after-hours catering events

SALARY: Salary is governed by the agreement between the
School Lunch Employees Union and the Trumbull
Board of Education.

QUALIFICATION and JOB DESCRIPTION, SEE ATTACHED:

This position is open to all Food Service Workers with
preference given to those with qualified prior
management experience who have taken and passed
the written manager exam at the time of interview

EFFECTIVE DATE: Monday May 5, 2025

**All applicants must send resume with experience by the end of the
business day on Wednesday April 2, 2025 to -**

Chris Molyneux
Food Service Director
6254 Main Street
Trumbull, CT 06611
203/452-4500

Cc: Susan Kriewald, Cheryl Gustaveson, Union Co-Presidents

KITCHEN MANAGER
ELEMENTARY SCHOOL
JOB DESCRIPTION

Purpose: The Kitchen Manager supervised kitchen operations. The kitchen manager must work closely with the Food Service Director.

Pay Rate: According to salary schedule.

Reports to: Food Service Director

Qualifications:

1. High School diploma or equivalent
2. Experience in institutional or moderate scale food preparation and kitchen management
3. Personnel and management skills
4. Record keeping and math skills
5. Ability to interact with students and staff in a consistently pleasant manner
6. Already certified or will pass the "Qualified Food Operators" Certificate within 60 days of appointment

Essential Functions:

1. Supervise and coordinate food services to provide nutritional meals and safeguard the health of students, staff and visitors
2. Keep accurate and timely records for the SFA (School Food Authority)
3. Ensure that all activities conform to district policy
4. Communicate effectively with school district personnel, students and community
5. React to change productively and complete tasks as assigned
6. Have knowledge concerning the appropriate operation of all kitchen equipment and ability to effectively train the employees on its safe and correct use
7. Use professional discretion and observe procedures of confidentiality in managing staff and administering the program
8. Use good communication and supervisory skills in working with other team members and students
9. Attend classes-services and workshops assigned by the Food Service Director
10. Support the philosophy and mission of the SFA
11. Computer skills
12. Ability to estimate food needs in advance
13. Good organizational skills

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires some physical exertion to manually move, lift, carry, pull or push heavy objects or materials of at least 40 lbs.
3. Requires stooping, bending and reaching
4. Requires concentration in a noisy environment.
5. Requires flexibility in work hours as required to fulfill duties

General Responsibilities:

1. Knowledgeable about Child Nutrition Programs and ability to provide training to staff in meeting the programs' requirements.
2. Coordinate food preparation, service and clean up in the food service area to maintain good working conditions and attitudes.
3. Assign work schedules and day to day assignments of specific job tasks
4. Supervise staff to assure that all district policies are followed. Provide on-the-job training as necessary.
5. Train new and substitute employees to follow safe and efficient work methods on all tasks in the kitchen.
6. Supervise staff to assure that safe food preparation, service and cleaning techniques are used.
7. Make arrangement for substitute workers through the Frontline system to fill in for regular staff members when they are absent.
8. Accurately complete monthly inventory of food and non-food supplies on the last day of food service. Complete an inventory of equipment annually.
9. Assure that all supplies are on hand for the day's preparation before needed
10. Complete all weekly orders in the online system set up by the Director by the deadlines assigned by the Food Service office.
11. When groceries are delivered, check-in by visually counting each item, noting if specifications were met, order was correctly filled and if quality of product is acceptable. Make corrections on invoice while delivery personnel are still on site. Return items that do not meet specification.
12. Submit invoices every Friday and audit and approve payroll in NOVATIME biweekly by end of day Friday.
13. Complete the menu planning production record for breakfast and lunch according to requirements
14. Maintain accurate records of accountability for all meals served to students and adults.
15. Attend monthly manager's meetings
16. Assist cooks or cashiers when necessary
17. Coordinate menus and food items for a la carte sales.
18. Coordinate merchandising of food service area

19. Communicate with principal and food service director concerning special events that affect participation or require special service from food service staff.
20. Report any accidents in the kitchen to the food service director and school nurse
21. Adhere to all district health and safety policies.
22. Attend and encourage all kitchen staff to attend staff development in-services and other training provided.
23. Assist teaching staff with nutrition projects as approved by the Food Service Director, including supplying foods needed, kitchen tours, kindergarten orientation, special occasions for parents, open house tours and other student involvement activities.
24. Work Special Function events as assigned by the Food Service Director.
25. Complete other duties as assigned by the food service director or administrative staff.

Distinguishing features of class:

This is supervisory general duty cooking work on a moderate scale. Employees are responsible for all cooking in a large cafeteria kitchen. Assignments are usually received in the form of menus prepared by the Food Service director, but functional independence is given employees in actual food preparation and cooking process, following all State and Federal Guidelines. Supervision is exercised over a group of cooking and food service workers and work is reviewed for standard of performance through inspection of finished work and by occasional spot check in process.

Illustrative examples of work:

Supervises and participates in the preparation of meals on a moderate scale, supervises the preparation of cooks meats, vegetables and other foods. Supervises food service and the cleaning and maintenance of kitchen and equipment; trains and instructs new employees in kitchen duties and directs the work of moderate sized group of cooks and kitchen workers. Performs related work as assigned. Receives deliveries of food and supplies. Responsible for the daily cash intake, ordering food etc., record keeping and operation of the Debit System, POS operations.