

## **Kitchen Manager Job Description**

**General Purpose:** To organize and execute the school food service program under supervision of the Food Service Director

**Reports to:** Food Service Director and / or Chief Operations Officer

**Hours:** 8 hours per student contact day + 3 days for training / set up = 175 days

### **Essential Duties:**

- Supervises and participates in the preparation and serving of food
- Assigns, directs, plans and supervises the work of the kitchen employees.
- Supervises and instructs in the safe, proper, and efficient use of all kitchen equipment.
- Instructs new employees in performing their assigned tasks.
- Reports any problem or accident occurring in the kitchen or cafeteria premises immediately
- Assumes responsibility for the security of food and supplies. Checks food shipments in to the school, signing and verifying invoices for each order
- Maintains correct monthly inventory
- Orders on a weekly basis all necessary supplies
- Supervises and participates in the daily cleaning of kitchen, serving line, storage and dining areas, all kitchen equipment and the washing and sterilizing of all dishes, silverware and utensils. Maintains the highest standards of the safety and cleanliness in the kitchen
- Maintains current records for all production sheet
- Plans work schedules. Evaluates the performance of all kitchen employees. Confers with the kitchen manager regarding any personnel problems.
- Reports any problem or accident occurring in the kitchen or cafeteria premises immediately
- Directs sanitation procedures
- Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes
- Responsible for checking that all equipment in the kitchen area is in safe, working condition, and notifies the proper authority when repairs or replacements are needed.
- Work with SCPA staff to manage student lunch flow.
- Work with SCPA staff to plan and prepare for parent and staff refreshments and cafeteria reservations
- Promote and develop the lunch, breakfast and a la carte program
- Coordinates Team Meals schedule for various fall and winter sports teams
- Maintain cleanliness of lunchroom
- Promote and develop the lunch, breakfast and ala carte program
- Coordinate hospitality services for staff and student programs.
- Develop and maintain professional relationships with vendors
- Maintains proper daily temperature logs as required by the county (milk cooler, a la carte cooler, walk in cooler and freezer) twice daily

- Training on cashier system (matching student ID number with photo, correctly entering the purchase, accountability for any parent or accounting questions)
- All other duties as assigned.

**Education, Experience and Skills Required:**

- Food management experience (preferred)
- Knowledge of the National School Lunch Program (preferred)
- 2+ years of food service experience
- 10 hours of Nutrition, Food Safety and Sanitation classes (available online)
- Maintains USDA Professional Standards
- Understand kitchen health and safety standards of conduct
- Strong communication skills
- Ability to work in noise and organized chaos and maintain flexibility
- CPR certification (recommended)
- Ability to work in a loud environment
- Bending, twisting, stretching, standing and repetitive motions for prolonged periods of time
- Ability to lift up to 30 pounds