

CHESHIRE FOOD & NUTRITION SERVICES

Job Description

TITLE

Kitchen Manager

REPORTS TO

Operations Manager; Director of Food & Nutrition Services

SUPERVISES

All general workers/substitutes assigned to the same location as the manager.

QUALIFICATIONS

1. High School diploma or equivalent. Food Manager/Sanitation Certification Preferred.
2. Ability to successfully complete the performance responsibilities of the position.
3. Knowledge of routine duties related to the cooking, storage, preparation and serving of food, including cleaning of the kitchen area and cooking equipment.
4. Knowledge of proper planning, organization and execution of breakfast and lunch meals for kitchen operations.
5. Able to understand written/electronic material, rules, regulations, and apply the material to the position.
6. Teamwork is a critical component of our department and very important to the success of serving students daily.
7. Customer Service is a major component to ensure that all of students/families/staff of Cheshire Public Schools are welcomed in a friendly, courteous and positive manner with a smile ☺

JOB SUMMARY

The kitchen manager is the staff employee who operates/leads the individual school cafeteria/kitchen and is directly accountable to the Director of Food & Nutrition; Operations Manager. Responsibilities for this position include but are not limited to, ordering, preparation and execution of food and supplies, safety and sanitation of the entire kitchen and storage areas, supervision of all staff employees to maintain an orderly and organized kitchen. Training, meetings, clerical and administrative duties are also required. You are performing all the duties directed by the department in order to operate a successful school cafeteria/school breakfast and lunch program.

PERFORMANCE RESPONSIBILITIES:

Food Preparation and Procurement

1. Prepares weekly and monthly food and supply orders.

Kitchen Manager

2. Controls quality and quantity of food prepared and served.
3. Uses standardized recipes/directions in all food preparation.
4. Production Records and Order guides are used in all aspects of food preparation and production.
5. Plans, directs and preps food, according to standardized recipe/directions, using the monthly menu as a guide.
6. Instructs and directs general workers in preparation of the hot and cold foods; safety and sanitation.
7. In charge of receiving, organization and storage of all foods and goods.
8. Maintains sanitary and health standards that are established by the Cheshire Food & Nutrition Services Department and Local Health Department.
9. Maintains inventory at par levels as established.
10. Ability to understand food labels and identify allergens.

Personnel and Public Relations

1. Cooperates with the director, operations manager and the school administration in the implementation of the breakfast, lunch and catering.
2. Maintains good public relations in the kitchen, in the school and in the community.
3. Instructs, trains and supervises kitchen personnel in proper food storage, preparation and serving of food under sanitary and approved conditions.
4. Instructs, trains and supervises kitchen personnel in the proper use and care of kitchen equipment.
5. Helps establish and maintain work schedules.
6. Good supervisory skills, not limited to but including giving positive reinforcement when job well done, disciplinary actions if needed plus be able give and receive constructive criticism.

Record Keeping

1. Maintains and forwards to Cheshire Food & Nutrition Services Department the purchase invoices, Free and Reduced forms, time cards, monthly food inventories, annual equipment inventories, temperature logs, production records and any and all information as required.
2. Maintains all up to date and accurate records as instructed by the Food & Nutrition Department, as well as any mandated by CT State Department of Education and Local Health Department.

Responsibilities

1. Ability to train, direct and supervise all staff on all aspects of the kitchen as well as problem solving and troubleshooting any questions or issues.
2. Create an appealing and inviting serving line with food display and signs.
3. Able to delegate work and tasks as needed, with follow up to ensure completed accurately.

4. Know and maintain Federal Regulations for student meals. Must know proper serving sizes and requirements for breakfast, lunch and supper in the National School Lunch Program (NSLP).
5. Knowledge of proper food temperature control.
6. Able to run all kitchen appliances.
7. Placing orders for all supplies needed in the kitchen on a weekly/monthly basis via computer, paper and possibly phone.
8. Send out and answer emails and phone calls to staff and vendors.
9. Knowledge and understanding of all aspects of the Point of Sale System and additional computer/software programs.
10. Time on the computer should be minimal during prep and serving working hours. Orders should be done during non-busy times and no one should be on the computer during higher volume serving times. Position is a working manager.

PHYSICAL DEMANDS:

- a. Standing: (Continuous) remain standing on one's feet on hard surfaces.
- b. Walking: (Frequent) moving from area to area.
- c. Lifting: (Frequent) Raising or lowering and objects up to 50 lbs.
- d. Pushing/Pulling (Frequent) Exerting force upon an object to move that object to the desired location.
- e. Crouching/Squatting: (Frequent) to access food and materials from floor to waist level or counter.
- f. Carrying: (Frequent) transporting an object up to 50 lbs. by hand, arm, or shoulder. Items can be from storage to area to cart or from cart to prep table.
- g. Climbing: (Occasional) Stairs and footstools and storeroom ladders
- h. Reaching: (Frequent) extending the hands and arms in any direction.
- i. Coordination and Balance: Using Eye/Hand/foot coordination to balance.
- j. Grasping/Handling: (Continuous) seizing, holding, grasping, or otherwise working with one's hands.
- k. Bending: (Frequent) picking up items, washing pots and pans, etc.
- l. Exposure to Extreme Temperatures: (Frequent): Freezer, Cooler, Ovens, steam table, etc.

Occasional: 6-33% of the time Frequent: 34 – 66% of the time Continuous: 67% - 100%

EVALUATION:

Annually by the Director and Operations Manager with input from the Building Principal.

This is a general listing of duties sufficient to provide an overview of the position. It is not meant to be a complete or comprehensive listing of all duties for which the kitchen manager is responsible for.

