

TITLE: Kitchen Assistant Manager

QUALIFICATIONS:

1. High school diploma or GED.
2. Certified Food Protection Manager credential, preferred, or must be obtained within one school year of hire.
3. Prior experience in food service with supervisory or leadership, preferred.
4. Knowledge of food safety regulations and food preparation.
5. Basic computer literacy including email, recordkeeping, etc.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Kitchen Manager

JOB GOAL/SUMMARY: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.
The Kitchen Assistant Manager supports the daily operations of the school kitchen, ensuring safe, efficient, and high-quality food preparation and service. This position assists the Kitchen Manager in overseeing food production, maintaining sanitation standards, directing kitchen staff, and promoting a positive environment that meets USDA, state, and district nutrition guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Assist with daily planning, preparation, and service of meals in accordance with approved menus, recipes, and portion control standards.
2. Support the Kitchen Manager in leading staff, assigning tasks, and ensuring efficient workflow.
3. Ensure compliance with food safety, sanitation and HACCP procedures.
4. Operate and oversee use of kitchen equipment, reporting maintenance or safety issues as needed.
5. Monitor inventory levels, assist with receiving deliveries, and help with proper storage and rotation of food and supplies.
6. Train and mentor kitchen staff on food service procedures, safety practices, and customer service.
7. Step in as acting Kitchen Manager in their absence, assuming all their duties including placing orders.
8. Assist the Kitchen Manager with maintaining accurate production records, temperature logs, and other required documentation on a daily basis.
9. Promote a clean, organized, and welcoming kitchen environment.
10. Communicate effectively with the Kitchen Manager, school staff, and students to support a successful meal program.
11. Perform physical duties including lifting up to 50 lbs., standing for long periods, and frequent bending, reaching and repetitive motions.
12. Uphold data privacy and confidentiality regulations and complete other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.