



# Claremore Public Schools

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**Job Title:** Child Nutrition Kitchen Manager  
**Department:** Child Nutrition  
**Reports To:** Child Nutrition Director  
**FLSA Status:** Non-Exempt  
**Contract Status:** Hourly, 178 Days  
**Salary Scale:** Child Nutrition – Grade 4  
**Job Code:**

**Summary:** The Child Nutrition Kitchen Manager may work anywhere within the school district where food is prepared. This individual provides oversight to coordinate routine work activities of food service workers engaged in food operations. This individual will provide support to management in the daily oversight of key functions and employees during the normal course of the day. The general responsibilities of the position include all those listed in the Food Service Worker Job Description plus those listed below, but may differ from site to site.

**Essential Functions:** *These statements are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.*

1. Understands and follows all district policies and procedures.
2. Assists in ensuring a safe working environment for all employees.
3. Monitor employee productivity and provides suggestions for increased service or productivity.
4. Assigns daily responsibility for specific work or tasks.
5. Performs day-to-day assignments in addition to oversight duties to include production records, ordering, daily deposits and meal counts.
6. Ensures customer satisfaction in such areas as quality, service and problem resolution.
7. Promote the development of the foodservice team.
8. Attends all in-service training as required and scheduled.
9. Complies with all HACCP policies and procedures.
10. Reports all accidents and injuries in a timely manner.
11. Interacts with students and staff in the serving and dining area.
12. Complies with all USDA, Federal, State and NSB/NSLP guidelines and regulations.
13. Complies with all safety and risk management policies and procedures.
14. Responsible for activities to ensure opening, closing, and daily procedures are completed.
15. Works well with all other team members and fills in if needed at school sites.
16. Maintains consistent and punctual attendance.
17. May perform other duties and responsibilities as assigned.



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**Supervisory Responsibilities:** Child Nutrition Food Service Workers

**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.*

1. Pass a Background check

**Education and/or Experience:** High School Diploma or GED equivalent  
Two (2) or more years of Child Nutrition experience preferred

**Knowledge/Skills/Abilities:** Computer literate; excellent written and oral communication ability. Ability to follow all district policies and procedures. Ability to work independently, displaying initiative and enthusiasm for the tasks being done. Demonstration of strong communication skills, orally and in writing, with faculty, staff, team members, and administrators. Ability to work without supervision, and work as a team player. Ability to document records accurately. Ability to listen effectively.

**Language Skills:** Ability to read, analyze, and interpret English language. Ability to give instruction in a professional manner.

**Mathematical Skills:** Ability to apply advanced mathematical concepts and mathematical operations to essential functions of the position.

**Reasoning Ability:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts and draw valid conclusions.

**Licenses, Certifications, and Registrations:**

1. Food Handlers Certificate/Card

**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.*

Significant Walking or other means of mobility in an active kitchen environment. Ability to work in a standing position for long periods of time (up to 8 hours). Ability to reach, bend, stoop, push and/or pull and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.



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**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Generally, in an indoor setting; however, while performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The noise level is frequently loud enough that the employee must raise his/her voice to be heard.