



Job Description
FOOD SERVICE KITCHEN MANAGER
Classified

Position Goal: The Food Service Kitchen Manager supervises and coordinates the planning and daily operations of the building kitchen to provide nutritional meals and safeguards the health of students, staff members and visitors. To accomplish these tasks the Food Service Kitchen Manager must work closely with staff and administration.

Reports to: Building Principal and Director of Food Service

Preferred Qualifications:

- High school diploma or equivalent
- Experience with institutional or large-scale food preparation and kitchen management
- Health and Inoculation Certificate on file in the district office (after employment offer)
- Previous record keeping and reporting experience
- Ability to read labels and do basic math computations
- Previous personnel and program management experience
- Desire to continue career improvements by enhancing skills and job performance

General Responsibilities:

- Supervise and coordinate food services to provide nutritional meals and safeguard the health of students, staff members and visitors
- Keep accurate and timely records required by USD 231 and Kansas State Department of Education (KSDE)
- Communicate effectively with members of the school district and community
- Maintain a high standard of safety, cleanliness and efficiency in all aspects of the job
- React to change productively and handle other tasks as assigned
- Appropriately operate all equipment as required
- Demonstrate effective communication and supervisory skills in working with other team members and students
- Support the value of an education
- Support the philosophy and mission of USD 231
- Keep records and information confidential
- See that district policies are observed at all times
- Keep abreast of new information, innovative ideas and techniques
- Implement and follow all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan
- Perform other duties and assume other responsibilities assigned by the Director of Food Services or other administrative staff

Essential Functions:

- Knowledgeable of National School Lunch Program - train staff in meeting requirements
- Coordinate food preparation, service and clean up in food service area to maintain good work conditions
- Assign work schedules and day-to-day assignments or specific job tasks
- Supervise staff to assure all district policies are followed – provide job training as necessary
- Train new and substitute staff to follow safe and efficient work methods

- Supervise staff to assure food preparation, service and cleaning techniques are used – follow procedures required by KSDE and Kansas Department of Health and Environment
- Report all staff absences to Director of Food Services and arrange for substitute workers from approved list
- Complete accurate monthly inventory of food and non-food supplies
- Complete annual inventory of equipment
- Assure all supplies are on hand for daily preparation
- Order and maintain adequate equipment, as well as supplies of food and non-food supplies
- Complete and submit weekly market orders to Director of Food Services
- Report equipment needing repairs or service to Director of Food Services
- Visually check in , inspect and count groceries orders to ensure orders are correct and meet standards – make corrections when delivery person is on site – return unsatisfactory items
- Submit invoice and payroll records to Director of Food Services
- Complete menu planning production, record for breakfast/lunch per KSDE requirements
- Maintain accurate records of accountability for all served meals to students and adults
- Attend monthly manager meetings and participate in planning as requested
- Assist cooks/cashiers as needed
- Coordinate menus and food items for a la carte lines
- Coordinate merchandising of food service area
- Communicate with Principal or Director of Food Services concerning special events that will impact participation or require special service from kitchen staff
- Report any accidents to School Nurse, Building Principal and Director of Food Services
- Attend and encourage all kitchen staff to attend in-services provided by USD 231 and KSDE
- Assist teaching staff with nutrition projects as approved by Director of Food Services, including supplying foods needed, kitchen tours, kindergarten orientation, special occasions for parents, open house tours and other student involvement activities
- Supervise preparation/service for special events requested by school groups/administration

Physical Requirements/Environmental Conditions:

- Work in noisy and crowded environments
- Work in/around fumes and odors
- Good physical agility which requires the following:
 - Frequent bending
 - Stooping
 - Turning
 - Kneeling
 - Sitting
 - Standing
 - Walking
 - Reaching
- Physical exertion to manually move, lift, carry, or pull heavy objects or materials up to 30 pounds, and push materials up to 50 pounds

Terms and Benefits:

- At will employment
- Non-exempt status
- Work terms and fringe benefits per Classified Employee Handbook and Board of Education Policy
- Rate of pay commiserate with education and experience
- Work days per Food Services Kitchen Manager calendar
- Evaluation per USD 231 Board of Education Policy
- KPERs retirement plan

Revised: September 2015

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution