7352

KENT SCHOOL DISTRICT
JOB DESCRIPTION

ELEMENTARY KITCHEN MANAGER

REPORTS TO: Elementary School Field Manager

SUPERVISES: None

WORK PERIOD: 9 Month

UNIT CLASSIFICATION: KSFSA

PRIMARY PURPOSE:

The purpose of this position is to operate the kitchen in an elementary school and to carry out the meal serving process in order to support the nutrition program offered to elementary students.

ESSENTIAL JOB DUTIES:

Operates the kitchen in an elementary school; provides for the serving of meals to students; collects and scans into the student meal account money received and meals ordered; forwards orders to the central kitchen; re-thermatizes and distributes meals to classrooms; receives daily lunch deposits, runs low and negative balance notices for parents.

Keeps accurate records as needed including ordering when required.

Assures proper care and storage of food and supplies, making sure food is stored and or served at the proper temperature.

Collects and deposits cash for food at elementary schools.

Maintains accurate records through the use of the point-of-sale system.

Maintains kitchen in clean, sanitary condition to comply with safe food handling procedures.

OTHER JOB DUTIES:

Serves as member of the food service team of the district; performs related duties consistent with the scope and intent of the position as assigned.

WORKING RELATIONSHIPS:

Reports to the elementary school field manager; works with drivers and other food service workers. Maintains a good working relationship with school staff and students putting into

practice established FNS guidelines.

WORKING CONDITIONS:

May require prolonged standing or sitting, lifting of up to 40 pounds using proper safety precautions, repetitive motions, working on wet or slippery floors, bending, stretching, and working with or near machinery and cleaning chemicals.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

Some knowledge of proper food handling practices and techniques.
Some knowledge of proper sanitation standards related to food handling.
Ability to establish and maintain good working relationships with food service staff, other employees, and students.
Ability to handle cash receipts.
Ability to operate a point-of-sale computer terminal.
Ability to maintain accurate records.
Ability to work in a team setting.
Good communications skills.
Strong customer service skills.

Education and Experience

High school diploma or G.E.D; completion of basic food and nutrition services training program preferred; previous food service experience preferred; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work.

Licensing and Certification

Current food handlers permit
ASFSA preferred (required for positions of 2.5 hours or more)

EVALUATION:

Evaluation responsibilities are assigned to the elementary school field manager.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

EEO CATEGORY:	Service/Maintenance
FLSA STATUS:	Non-Exempt
LAST REVISION DATE:	May 2000