

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Soldotna, Alaska

NOTICE OF VACANCY  
May 19, 2026

2026-27

Job Title:	Food Service Manager II	Salary:	\$20.82/hr – Negotiations in Progress
Reports To:	Building Administrator and Student Nutrition Supervisor	Range:	5
Location:	Kenai Central High School Kenai, Alaska	Hrs/Day	8 hrs/day
		# of Days:	177

---

**JOB PURPOSE:** To efficiently operate the school kitchen to ensure quality meals are served daily to students and staff and assist with the supervision of area satellite kitchens, to ensure that a quality meal program is offered daily.

**Duties. Responsibilities and Accountabilities:**

1. **Food Preparation and Service:** Coordinating staff work routines and production schedules. Responsible for the preparation of a variety of foods using standardized recipes, portion control and safe sanitation practices. Prepares a variety of foods as directed by the district menus and production records; organizes and sets up the serving line for meals; directs and assists student kitchen helpers with assigned tasks such as serving meals and other tasks.
2. **Sanitation:** Responsible for cleaning, sanitizing, and properly storing all kitchen appliances, equipment, cookware, and tableware after each use; responsible for cleaning and sanitizing the kitchen and storeroom regularly; ensures that the kitchen and storeroom will pass all DEC health inspections. Clean the serving line after service and properly store extra food and supplies.
3. **Clerical:** Prepares and places electronically food, supply, produce, and milk order weekly; prepares daily meal production reports and sends them weekly to the Student Nutrition office. Maintains an organized storeroom inventory and control system in the kitchen. Prepares weekly frozen, dry, dairy and produce food orders. Complete production reports accurately and daily. When applicable, will operate an electronic cash register, collect money, receives and record meal account deposits, balance sales, cash collected, and account deposits, prepares a daily bank deposit, and electronically enters the amount into the District finance system.
4. **Teamwork:** Provides supply support to school meal operations to other area schools. Performs other related duties as required or assigned by the Administrator or Student Nutrition Supervisor; works cooperatively with Student Nutrition Supervisor, Administrator, school staff, students, and visitors. May coordinate the placement of itinerant substitutes to local SNS kitchens to cover absent and vacant positions.

**Knowledge. Skills and Abilities:**

1. Prefer 2 years' experience and requires knowledge and demonstrated skill in quantity food service production, food safety, and sanitation.
2. Requires demonstrated skill in organizing work, instructing students in proper kitchen techniques, and providing leadership. Also requires willingness, patience, and skill in directing, training, and supervising employees.
3. Requires knowledge of supply needs, quantity recipes, conscientious money collections, record keeping, and a working knowledge of food and supply ordering, as well as accurate inventory management.
4. Requires the ability to prepare accurate written reports and records.
5. Requires willingness, flexibility to adapt readily to change, and perform various job-related duties as required. This also entails a strong sense of teamwork and the ability to work cooperatively with others.
6. Requires physical ability to lift 50# cases of food/supplies, pots and pans.
7. Requires a working knowledge of Microsoft Word and Excel.
8. Prefer a working knowledge of National School Lunch Program regulations, KPBSD Student Nutrition Services policies, cash control procedures, and food handlers (sanitation) certificate.

9. This position must be able to work together with a wide variety of staff members in many different food service situations. Valid driver's license is required as this position requires travel, sometimes on short notice, to all area schools.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations.

**Mathematical Skills:** Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to work in a friendly manner with co-workers and students. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

**Work Environment:** While performing the duties of this job the employee occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

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 they 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 to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

*\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\**