

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
May 21, 2026

2026-27

Job Title:	Food Service Manager I-P	Salary:	\$20.15/hr – Negotiations in Progress
Reports To:	Building Administrator and Student Nutrition Service Supervisor	Range:	4
Location:	Ninilchik School Ninilchik, Alaska	Hrs/Day:	6 hrs/day
		# of Days:	177

Job PURPOSE: To efficiently operate and manage the school kitchen to ensure a quality meal program is served daily to students and staff.

Duties, Responsibilities, and Accountabilities

1. **Food Preparation and Service:** 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 lunch, cleaning, and other duties.
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, freezer, refrigerator, and storeroom regularly; ensures that the kitchen and storeroom will pass all DEC health inspections.
3. **Cashier/Clerical:** Maintains a current inventory of food and supplies stored on site. After inventorying the existing supplies, prepares and places a food, produce, and milk order weekly; prepares a daily lunch production report and a daily lunch participation report and sends them to the central office weekly. Collects money to be applied to student and adult meal accounts. Operates an electronic cash register during the meal period.
4. **Balances daily cash sales and prepares a daily bank deposit and amount electronically entered into the District finance system. Prepares cashier reports and related paperwork to be sent weekly to the Student Nutrition office.**
5. **Teamwork:** Performs other related duties as required or assigned by the Administrator or food service supervisor; works cooperatively with the Student Nutrition supervisor, principal, school staff, students, and visitors.

Knowledge, Skills, and Abilities

1. Requires demonstrated skill in organizing work, instructing students in proper kitchen techniques, and providing leadership.
2. Requires knowledge and demonstrated skill in quantity food service production, food safety, and sanitation.
3. Requires knowledge of supply needs, knowledge of quantity recipes, and conscientious money collections and record keeping.
4. Requires ability to prepare accurate written reports and records.
5. Requires willingness and flexibility to adapt readily to change and perform various job-related duties as required.
6. Requires a strong sense of teamwork and the ability to work cooperatively with others.

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 10s and 100s. Ability to perform these operations using units of American money and weight measurements, volume, and distance.

Reasoning Ability: Applying 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 the 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, and finger motion many times while operating a cash register. The employee must occasionally lift and move up to 50 pounds, such as milk crates, frozen foods, and canned food. 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 the 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 a 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.

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