

**Foods & Nutrition Services
Manchester Board of Education**

Job Title: Lead Kitchen Operator
Department: Food Services
Reports To: Food Service Director
Prepared By: Food Service Director
Prepared Date: October 2002
Affiliation: AFSCME, Local 991 of Council 4

SUMMARY

Under general supervision of Food Service Director manages a food preparation kitchen and serving facility located a school. Supervises and coordinates activities of workers engaged in preparing, cooking, serving, and storing of food in the school cafeteria or special functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Is responsible for food preparation as determined by the menu and other program requirements.
- Supervises and directs staff, food production, facilities cleaning, food serving, cashiering, and other related duties.
- Opens and closes the kitchen.
- Forecasts amount of food and supplies needed; prepares all monthly, weekly, and daily orders on proper forms and submits to Food Service Office in a timely manner.
- Maintains inventory using proper storage principles and records month end inventory submitting to Food Service Office in a timely manner.
- Responsible for ensuring that proper sanitary and health standards are maintained for food receiving, storage, preparation and serving including cleaning and care of all equipment and work areas.
- Trains staff in food preparation and service, food safety and sanitation procedures, and proper personal hygiene.
- Schedules substitute staff daily as needed within their assigned kitchen.
- Plans and directs daily staff work schedule and job task rotations.
- Controls quality and determines quantity of food prepared and served.
- Responsible for accurate preparation of food production records.
- Submits written records to Food Service Office as required in a timely maner.
- Responsible for bank deposit and cash reconciliation.
- Actively participates in marketing efforts at the facility level to increase student participation.
- Determines student needs for programs and services and takes appropriate actions, within the limits of the position's authority.
- Maintains good public relations with students, parents, faculty, and staff.
- Performs related work as assigned.

QUALIFICATIONS:

To perform this job successfully, the 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 essential functions.

EDUCATION, SKILLS, and/or INSTITUTIONAL FOOD SERVICE EXPERIENCE:

- 2 years experience in institutional food service or closely related field.
- High School Diploma or equivalent.
- Comprehensive knowledge of the procedures, practices operations, and equipment required for institutional food preparation.
- Ability to organize, supervise, train, and evaluate staff.
- Ability to manage or perform the full range of tasks required to prepare, serve, and store food in a quality institutional food service unit.
- Demonstrated organizational skills and ability to meet deadlines.
- Successful completion of the National Sanitation Certification Exam.

LANGUAGE AND MATHEMATICAL SKILLS:

- Must be able to read and write English at a level commensurate with educational level.
- Competent in basic computation such as percentages, weights, measures, etc.
- Proficient in the use of a calculator.

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 these essential functions. The individual must also be able to stand for prolonged periods of time, engage in repetitive motion including lifting up to 50 pounds when assigned to kitchen duties and must be able to tolerate extreme temperature changes from freezer to oven area (0-90 degrees F).

ADDITIONAL REQUIREMENTS:

- Free of any infectious or communicable disease, which, according to a determination by the United States Secretary of Health and Human Services, may pose a risk of transmission through the handling of food.

COMPENSATION:

- See appendix A of Cafeteria Workers Contract