

FNSBSD JOB DESCRIPTION	
Job Title: Secondary Kitchen Manager	
Supervisor: Nutrition Services Director	Classification: Classified (ESSA)
Days/Months: 9 months	Grade: 5, 5A or 5B

Job Summary

Manages the nutrition services operation to ensure that a quality, nutritious, and cost effective meal program is available daily to students, staff, parents, and the community. The frequency and percentage of time of duties may vary based on building assignment.

- Grade 5 – supervises student workers only.
- Grade 5A – supervises 1-5 employees (non-student workers)
- Grade 5B – supervises 6 or more employees (non-student workers)

Essential Job Functions

Prepares and serves food to students, teachers, staff, and the community according to planned menus, using approved school recipes and safe food handling procedures.

Labels and prepares food for storage.

Daily use of PC computer and software programs to maintain operational accountability and compliance with the National School Lunch Program (NSLP) regulations.

Trains, directs, and supervises staff and student workers during food preparation, serving, cleaning, sanitizing, stock rotation, and other assigned tasks in an efficient and safe manner.

Follows and demonstrates workplace safety guidelines, utilizing appropriate safety equipment and work habits. Reports unsafe conditions to the appropriate administrator.

Demonstrates efficient time management and attention to detail while managing multiple tasks with frequent interruptions.

Maintains and cares for office equipment and ensures kitchen is in compliance with state and federal regulations; Monitors kitchen equipment and refrigeration units to ensure safe and efficient operations, reporting malfunctions to nutrition services administration.

Operates Point of Sale (POS) software, receives and records account deposits, reconciles daily sales, and prepares and processes daily bank deposits.

Orders food and supplies from a variety of sources.

Loads and unloads food items, supplies, and/or equipment for the purpose of providing requested items at designated sites.

Communicates and interacts professionally with diverse groups of students, staff, parents, and community members, sometimes in stressful and busy situations.

Fosters a team environment by assisting coworkers with scheduled work demands and by promoting efficient work methods and organizational skills to meet deadlines.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions and to meet required NSLP professional standards requirements.

Follows and promotes Board of Education policies and administrative regulations, ESSA negotiated agreement, and department policies and procedures.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard commercial kitchen equipment and typical office equipment. POS software, PC software to include Google Suite and Microsoft Office.

Independent Decisions

Makes routine job related decisions. Occasionally, decisions will involve student referral for disciplinary actions.

Primary Working Contacts

Works cooperatively with school principal and staff, kitchen aide, students, parents/guardians, nutrition services central office staff, central kitchen staff, warehouse staff, and vendors.

Responsibility for Cash, Equipment, Safety

Responsible for handling cash and processing daily deposits. Ensures the safe operation of kitchen equipment and maintenance of computers and all peripherals. Ensures reporting and compliant processing of all accident reports.

Supervision Received and Exercised

The Kitchen Manager is supervised by the Nutrition Services Director and receives oral and/or written direction from the Nutrition Services Assistant Director or supervisor. The Kitchen Manager gives oral and/or written direction to the kitchen aides and/or student workers.

Unusual Working Conditions

Work is performed in a fast-paced and congested work environment. There are periods of increased noise levels and temperature. Job requires daily lifting of food service products and equipment.

Evaluation

Annual written evaluation by the nutrition services director.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Two (2) years of experience in the use of commercial kitchen equipment (steam tables, convection ovens, coolers, freezers, etc.), customer service, and food preparation.
3. One (1) year of supervisory experience.
4. Mathematical skills including basic calculations and application of job related math concepts.
5. Work with detailed information/data and maintain strict confidentiality of written and oral information and records.
6. Per DEC regulations, must have or be able to pass ServeSafe course within the first 45 days of employment and maintain certification.
7. A valid Alaska driver's license and use of personal vehicle. Must be able to gain access to military installations.

The following is preferred:

1. Knowledge of the NSLP and nutrition and health department guidelines.
2. Knowledge and experience in cash handling including deposits, quantity food production, and current sanitation procedures and regulations.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.