

## JOB DESCRIPTION

Job Title: **Kitchen Manager, Elementary School**  
 Job Family: **Nutrition Services**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **August 2025**

FLSA Status: **Non-Exempt**  
 Pay Range: **10**  
 Work Year: **180 days**

**SUMMARY:** Plan, prepare and serve the students attractive and nutritious meals in an atmosphere of friendliness, efficiency, and cleanliness and manage the assigned kitchen and staff in the Elementary school setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an 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 the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Prepare food according to planned menus, using approved school recipes and safe food handling procedures.	D	14%
2. Complete daily records, deposits, and money journals.	D	5%
3. Determine the quantities of food to be prepared daily.	D	15%
4. Communicate with kitchen employees, District staff, students, and community to arrange for and serve nutritious meals at assigned District schools.	D	15%
5. Supervise and instruct kitchen personnel in the safe and proper preparation of food.	D	10%
6. Supervise and instruct kitchen personnel in safe, proper, and efficient use of all kitchen equipment. Evaluate the performance of all kitchen employees.	D	10%
7. Order all necessary supplies in compliance with order schedule.	D	5%
8. Check in food shipments by verifying orders and signing off on invoices.	D	5%
9. Check equipment to ensure it is in safe working condition, and notify the supervisor when repairs or replacements are needed.	D	1%
10. Maintain kitchen employee time records and the monthly inventory of kitchen supplies.	W	5%
11. Cater events scheduled in assigned building. Assist with larger catering events outside of building.	M	1%
12. Attend staff development and manager meetings as offered.	M	5%
13. Instruct new kitchen employees in performing their assigned tasks.	M	5%
14. Perform other duties as assigned.	Ongoing	4%
<b>TOTAL =</b>		<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Two years of experience in food service; experience with school nutrition programs preferred.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Basic math skills.
- Mathematical skills including basic calculations and application of math concepts.
- Supervisory skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills and professionalism.
- Critical thinking and problem solving skills.
- Knowledge of nutrition services.
- Knowledge of child nutrition and Health Department guidelines preferred.

- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

#### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of mixer, dishwasher, slicer, computer, and adding machine preferred at hire; required within 1 month after hire.
- Operating knowledge of and experience with personal computers and peripherals preferred. Operating knowledge of and experience with Microsoft Office basic software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc. preferred.

#### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Site Supervisor

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy			X	
Coordinate		X		
Instruct				X
Compute			X	
Synthesize	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)				X
Risk of electrical shock				X
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	