

WASECA PUBLIC SCHOOLS

JOB DESCRIPTION

JOB TITLE: **SUMMER FEEDING KITCHEN MANAGER**

LOCATION: **Central Building**
Satellites to: Grace Garden

QUALIFICATIONS: Demonstrated skill in quantity food preparation in a food service establishment
Ability to provide leadership/training to kitchen staff
Ability to safely bend, twist and lift up to 50 pounds in weight
Desire to work in a setting serving students
Experience in supervision and food service desirable

EDUC/CERTIFICATION: Level 4 as recognized by MNSNA & Food Manager Certificate

REPORTS TO: Director of Food and Nutrition Services

JOB SUMMARY: Provides leadership for the day-to-day coordination of the meal service program. Oversee all meals sent out. Schedules production, assists with preparation of food and clean-up following and enforces sanitation and safety requirements, and maintains all necessary records including ordering of all food and supplies.

JOB RESPONSIBILITIES:

1. Supervises and assists in daily meal preparation and service utilizing equipment for large quantity food production.
2. Maintains quality and quantity standards in food preparation and serving for USDA, federal, state and local regulations. Regulates proper food temperatures.
3. Forecasts meal participation and plans production for recipes/menus accordingly; implements measures that contain costs while maintaining a quality product.
4. Orders food and supplies from approved vendors for kitchen's production responsibilities according to established standards (includes food, supplies, bread, dairy products).
5. Assigns and directs work of food service staff in production and in the shipping of the food to other locations. Serves as primary contact person for the sites served by their production kitchen.
6. Assumes responsibility for receiving, storing, and handling, preparing, and serving of food according to established standards.
7. Completes daily food production, usage records and monitors food inventories as program requires.
8. Sets up serving line in accordance with meal service guidelines and helps serve food.
9. Assists with clean-up activities including equipment, pans and serving lines.
10. Assists with training of food service staff and substitutes in food preparation, safety, sanitation, and the operation and maintenance of food service equipment.
11. Develops operational knowledge of all equipment in kitchen including but not limited to: tilting skillet, steamer, ovens, range, dishwasher, etc.
12. Follows and enforces appropriate hygiene practices.
13. Promotes positive, cooperative teamwork environment with all kitchen staff.
14. Performs other duties as assigned to provide for an efficient and effective kitchen operation.