

## Job Description

### **Title: Elementary, Middle School Kitchen Manager, High School Production Manager, and Foundation Lead**

**Reports to:** Food Service Manager

**General Summary:** Coordinates and manages the food service program at an individual school.

#### **Essential Functions:**

1. Supervises daily food preparation for school. Provides leadership and direction for staff. Provides orientation and training to new employees. Coordinates, schedules, and assigns work for food service staff. Checks quality of work by monitoring employee actions. Evaluates and conducts employee performance appraisals. Resolves staff grievances if necessary. Monitor sanitation practices to ensure that employees follow standards and regulations. Assists in daily food preparation for school. Cooks, prepares individual portions, and performs other food preparation duties.
2. Prepares daily, monthly, and yearly food service reports and other paperwork as required.
3. Prepares, receives, and verifies food/supply orders according to schedule. Submits orders through established ordering procedures. Performs monthly inventory of food/supplies.
4. Serves prepared food to students.
5. Cleans equipment used, including utensils, dishes, mixers, and machines. Performs general cleaning duties in kitchen.
6. Operates a cash register (or equivalent), receives payments of cash, checks and charges from customers or employees for goods or services.
7. Works with student/parents/faculty employees to ensure satisfaction in such areas as quality, service, and problem resolution, refer to Food Service Manager if necessary.
8. Able to react to change productively and handle other essential tasks as assigned.

#### **Qualifications:**

1. Education Level: High school diploma or equivalent
2. Certification or Licensure: \* State certificate in school food service management recommended. ServSafe required within 90 days of employment
3. Experience Desired:
  - \* Prior K-12 food service experience required
  - \* Omaha/Douglas County Food Handling Sanitation courses recommended
  - \* Special food service training recommended
4. Other Requirements:
  - \* Strong organizational skills
  - \* Ability to prepare and maintain necessary records
  - \* Ability to instruct, train, supervise, evaluate, and discipline employees.

- \* Ability to extend a recipe and accurately determine food requirements.
- \* Ability to interact with children effectively.
- \* Ability to communicate effectively with staff and students.

\* Ability to establish and maintain cooperative working relationships with staff and others.

**Special Requirements:**

		Occasional	Frequent	Constant
		0 - 32%	33 - 66%	67% +
1.	Standing .....			x
2.	Walking .....		x	
3.	Sitting .....	x		
4.	Lifting <u>  40  </u> lb max.....			x
5.	Carrying <u>  10+  </u> feet .....		x	
6.	Pushing / Pulling.....		x	
7.	Climbing / Balancing.....		x	
8.	Stooping / Kneeling / Crouching / Crawling .....		x	
9.	Reaching / Handling .....			x
10.	Speaking / Hearing .....			x
11.	Seeing / depth perception / color .....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Millard Public School      Revised: August, 1994  
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