

Notus School District #135
25257 Notus Rd.
Caldwell, ID 83607
(208) 459-7442

JOB TITLE: Kitchen Manager

SUPERVISOR: Food Service Director

Job Summary:

Assists the Food Service Director in coordinating activities of workers in food preparation, serving, and cleanup while maintaining the standards set by the Child Nutrition Lunch Program and other regulatory agencies.

Supervisory Responsibilities:

Directly supervises Kitchen Staff in the Food Service department and assists the Food Service Director with interviewing and hiring. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Duties:

- Oversees the implementation of the Food Service program for the school district.
- May assist the Director with purchasing foods and food service supplies, and oversees inventory.
- Inspects food and food preparation to maintain quality standards and sanitation regulations.
- Attends scheduled meetings, in-service training, approved courses and conferences.
- Prepares, serves, and stores all food products in compliance with the Rules and Regulations Governing Food Sanitation Standards for Food Service Establishments (UNICODE).
- Plans, prepares, and serves all cooked food products (entrees and vegetables) according to approved standardized recipes, at the correct temperature, and attractively to be finished as near to serving time to provide the highest quality of product to the customer.
- Portions and/or serves all food items according to school lunch portion sizes.
- Safely operates and cleans all equipment in the work area.. Reports any safety concerns.
- Operates dishwasher correctly to assure high standards of sanitation.
- Assists in the proper cleaning/sanitizing of lunch room tables, serving areas, portable bars, and food preparation areas.
- Maintains required forms and records as assigned by the Kitchen Manager.
- Possesses ability to cross train for all school lunch tasks to assure efficient operation in the absence of any personnel.
- Grasps and adjusts to new and changing situations.
- Other duties as Assigned.
- Assists Director with evaluation programs to improve existing practices and services.
- Other Duties as Assigned.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities preferred, but not necessary):

- Certificate from college or technical school is preferred; or three to six years related experience and/or training; or equivalent combination of education and experience.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal effectively with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Maintain and keep up to date the Health and Safety certificates required by the State of Idaho. Willing to take courses offered for food service personnel.

Working Conditions & Physical Requirements:

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.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and taste or smell. The employee frequently is required to walk; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

The employee is directly responsible for safety, well being, or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may be frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Schedule, Salary and Benefits:

- Schedule is based on the calendar provided by the District for this specific job.
- Salary is based on the Classified Salary Schedule approved by the Board for the current Fiscal Year.
- Comprehensive benefit package for full time employees working more than 20 hours per week.
- **This position is an ‘at will’ position in which an employee may be dismissed without having to establish “just cause”.**

Performance Appraisal:

- Annual evaluation by the Food Service Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The Director will be required to follow any other instructions and to perform any other related duties as assigned by the Principal, Superintendent or appropriate administrator. Notus School District 135 reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____

Signature _____ Date _____



AN EQUAL OPPORTUNITY EMPLOYER