

Kitchen Manager

Reports to: Director of Food Service

Qualifications

The Kitchen Manager should be able to:

1. Supervise and coordinate the activities of all Food Service Staff in their kitchen
2. Properly purchase, rotate, store, and oversee all aspects of food handling and preparation as required by the HACCP Policy for their kitchen.
3. Take and pass the ServSafe Course as required by the local Health Department.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Arrive for work on time with a positive attitude and a smile.
2. Turn in food and milk orders in a timely and efficient manner to the Director of Food Service and conduct a monthly food inventory.
3. Control labor costs and properly document employee's hours.
4. Inspect supplies, equipment, and work areas and report all problems.
5. Specify the number of servings and portion sizes to be prepared by the staff.
6. Document information on the daily Menu Production Record.
7. Supply the staff with the proper recipes as indicated on the daily menu.
8. Observe food preparation to ensure conformance with the Nutrient Standard Menu planning standards as required by the National School Breakfast and Lunch Program.
9. Recommend measures for improving work procedures and worker performance in order to increase quality and productivity of the staff.
10. Observe and evaluate workers and offer additional training and positive advice to help make every employee successful.

Kitchen Manager (cont.)

11. Monitor all areas of the kitchen throughout the day.
12. Assist the staff to ensure that enough quality food is prepared and ready for every person who enters the kitchen.

Hygiene Standards

1. Follow the Personal Hygiene Standards as set in the HAACP Policy and enforce the policy with all Food Service Personnel.
2. Employees must shower and wash their hair daily.
3. Employees must be in slip-resistant shoes and a clean uniform.
4. Hair must be pulled back off of shoulders and a hat or hair net must be worn.
5. Hands must be washed properly before starting work and throughout the shift.
6. Gloves must be worn when the next step in the food process is consumption.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

An individual who holds this position must have the ability to: Regularly sit, talk and hear. Occasionally stand and walk. Use close vision.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud. The employee will be regularly working under deadlines.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Food Services in consultation with the Business Manager.

Kitchen Manager (cont.)

Type of Position

174 days, Non-exempt

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Branson Public Schools