

Douglas Public Schools

Job Description

JOB TITLE: Kitchen Manager

JOB SUMMARY:

The Kitchen Manager is responsible for the management and supervision of the food service operation of an assigned school building or buildings. The Manager maintains compliance with local, state, and federal rules and regulations. This includes USDA and DESE regulations pertaining to the operation of a school lunch program, including the preparation and serving of food to students. The Manager provides the students and staff with attractive, healthy, and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness. The Manager ensures the smooth and efficient operation of the cafeteria and school lunch program for students and staff.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as *Non - Exempt*

REPORTING STRUCTURE:

The Kitchen Manager reports to the Food Service Director, and Building Principal.

QUALIFICATIONS:

1. High School Graduate or GED preferred;
2. ServSafe certification or ability to pass and become certified;
3. One (1) year food service/hospitality experience, or similar experience;
4. One (1) year management experience;
5. Knowledge of proper cash handling procedures;
6. Allergen Awareness Certificate;
7. Ability to communicate effectively;
8. Ability to read and understand basic equipment operating and use instructions, standardized recipes, and give and receive general instructions and information,
9. Physical ability to perform essential duties and functions of the position, with or without accommodation;
10. Basic knowledge of food service and sanitation practices;
11. Basic computer skills, including but not limited to, Excel and Word, email, Google docs;
12. Demonstrated aptitude for the successful completion of assigned tasks;
13. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with district requirements and state and federal law.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Coordinates the daily operation of the cafeteria by planning, directing, supervising, and participating in the preparation and serving of all breakfast, lunch, a-la-carte school lunch meals and programs;
2. Manages food service staff for the efficient operation of the cafeteria and school lunch program. Produces and maintains daily work schedules for all cafeteria employees;
3. Ensures compliance with school lunch program food safety protocols and compliance requirements;
4. Maintains food production and service records on pre-determined lunch menus;
5. Assumes responsibility for the weekly ordering, receiving, inventorying and security of all food and supplies. Supervises the proper storage and care of all food and supplies;
6. Tracks and submits vendor invoices; reviews all deliveries, rotates inventory to maintain proper and timely use;
7. Other duties as assigned.

PHYSICAL WORKING CONDITIONS:

Work is performed in a kitchen/cafeteria setting. Work involves standing for an extended period of time, moving, stretching, bending, carrying, and lifting/moving items up to 30 pounds without assistance. Work requires speech and hearing sufficient to give and receive instructions and information; eyesight sufficient to read basic operating and use instructions, including recipe and allergen information, and perform tasks safely.