

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Kitchen Manager	<b>Department:</b> Nutrition Services	<b>Unit:</b> Nutrition Services Managers
<b>Immediate Supervisor:</b> Nutrition Services-Program Supervisor	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-Exempt

#### Job Summary:

Under the direction of the Nutrition Services-Program Supervisor, the Kitchen Manager is responsible for coordinating assigned kitchen food production operations and food service staff engaged in the handling, serving, preparation, storage and cleaning of food items and meals for students; preparation of food production reports in accordance with health and safety rules, department and district policies and procedures at an assigned site.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates, delegates, trains and monitors food service production staff and lunchroom monitoring staff to ensure that overall kitchen production, safety and quality considerations are met within the building in accordance with planned menus, recipes and departmental standards.
  - Assigns work, monitors work operations, sets work priorities, and assures proper production and safety procedures and guidelines are followed.
  - Monitors food production operations to assure compliance with health department procedures, local, state and/or federal laws, rules or regulations.
  - Trains and coaches staff and organizes workload.
2. Plans, monitors and participates in the preparation, operation and serving of daily meal services within the building, and assigned satellite locations.
  - Coordinates and monitors the preparation and serving of menu items.
  - Prepares and oversees the preparation of the breakfast and lunch menu items, satellite meals, catering functions and ala carte sales.
  - Estimates daily participation and meal production requirements.
  - Monitors serving lines to assure lines and production activities are running smoothly.
  - Coordinates the storage of food items and cleaning and sanitation of food production areas, equipment and serving areas.
3. Monitors and coordinates the safety and sanitation of food production areas, serving areas, equipment and kitchen areas in accordance with department standards, department safety plan and procedures, and conformance with OSHA and health regulations and standards.
4. Orders, receives and stores food and food supplies and updating department’s inventory system. Coordinates and monitors storage areas, coolers, freezers and the rotation and restocking of items.
5. Compiles and prepares food productions reports and information needed in accordance with department requirements.
  - Records daily food temperatures of the coolers, freezers, dish rooms and maintains records.
  - Records and logs daily reports of all deliveries and temperatures of all vendors.
6. Performs other duties of a comparable level or type, as required.
  - Attends meetings, conferences, seminars or training sessions to keep abreast of current trends in the areas of

responsibility. Maintains required certifications and license requirements of the District.

- Holds daily service briefings.
- Is aware of and works towards 100% compliance of unit inspection list.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	<b>Major field of study or degree emphasis:</b>		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>		
	2nd year graduate level			
		<ul style="list-style-type: none"> <li>• Knowledge of local, state and federal guidelines pertaining to food production, sanitation, health and safety.</li> <li>• Knowledge of nutritional food requirements and standards.</li> <li>• Knowledge of point of sale units used in food service.</li> <li>• Knowledge of all safety precautions applicable to trade.</li> <li>• Knowledge of the application, use and proper storage of food items and materials.</li> <li>• Knowledge of cleaning techniques and materials.</li> <li>• Knowledge of food preparation including following established menus, calculating recipes amounts, cooking, and baking requirements.</li> <li>• Knowledge of all applicable cooking tools and equipment.</li> <li>• Knowledge of department administrative, recordkeeping and ordering procedures and requirements.</li> <li>• Knowledge of staff management skills</li> <li>• Knowledge of basic personal computer operations.</li> </ul>		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 years cooking and food production experience in a large kitchen facility.				
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> MN Driver's License; ServeSafe Certification. SNA Certification, MN Food Manager Certificate, required after employment.			
<b>INDIRECT SUPERVISION:</b>				
Cooks, Helper/Servers, Cashier, Helper Clerks, Helper Monitors			<b>Total:</b> Varies	

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Oral and written communication skills.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel.</li> <li>• Coordinating, delegating, leading and monitoring kitchen and cafeteria staff in duties and responsibilities.</li> <li>• Use of computer and point of sale software and reports.</li> <li>• Planning, prioritizing, and organizing tasks and functions.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments.</li> <li>• Ability to calculate and order products and supplies needed.</li> <li>• Ability to calculate and adjust recipes.</li> <li>• Ability to prepare, heat and serve food items.</li> <li>• Ability to operate computer, point of sale software.</li> <li>• Basic math skills.</li> <li>• Use and operation of kitchen tools and equipment.</li> <li>• Ability to read, understand and follow safety procedures.</li> <li>• Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.</li> </ul>
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**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit		X			Up to 50 lbs			X	
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell			X						

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Work:**  
Exerting up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Potential for injury from slippery and wet floors. Tools used in the kitchen provide the potential for injury and cuts. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel.</p>
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**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**
**Date**

**Classification History:**  
 Created classification description 4/2016 BCC

