

SECTION I: GENERAL INFORMATION

Classification Title: Kitchen Specialist	Department: Nutrition Services	Unit: Unaffiliated
Immediate Supervisor: Nutrition Services-Program Supervisor	Grade Placement:	FLSA Status: Non-Exempt
<p>Job Summary:</p> <p>Under the direction of the Nutrition Services-Program Supervisor, the Kitchen Specialist is responsible supporting and assisting Kitchen Managers in implementing new process and production changes, standardizing food production recordkeeping, implementing food safety plans, assists in the hiring of nutrition employees, and training Kitchen Managers in duties and responsibilities of the job and department requirements/standards.</p> <p>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.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides assistance and support to Kitchen Managers in implementing production changes and process changes.
 - Assists and trains Kitchen Managers in job duties, responsibilities, department policies, procedures and standards.
 - Trains kitchen personnel in the use and operation of new food equipment.
 - Assists with updating service area processes; updating food preparation and menus.
 - Serves as a back-up to Kitchen Managers to cover long-term absences or vacancies.
2. Collaborates and works closely with Kitchen Managers in standardizing, updating and maintaining production records, recipes, nutrition service logs, sanitation lists, and procedures.
3. Assists the Program Supervisor in selecting new needed equipment for kitchens and the installation of equipment and training staff on new equipment.
4. Assists the program in promoting and implementing standard operating procedures, Food Safety plans, HACCP principles, and being a resource for food safety inspections of kitchens.
5. Assists the Program Supervisor in the interviewing and selection process of new food service employees.
6. Reviews, analyzes, and recommends products for Nutrition Services programs.
7. 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.

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:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
<ul style="list-style-type: none"> • Knowledge of local, state and federal guidelines pertaining to food production, sanitation, health and safety. • Knowledge of USDA, nutritional food requirements and standards. • Knowledge of point of sale programs used in food service. • Knowledge of all safety precautions applicable to trade. • Knowledge of the application, use and proper storage of food items and materials. • Knowledge of cleaning techniques and materials. • Knowledge of production procedures, techniques and processes. • Knowledge of all applicable cooking tools and equipment. • Knowledge of food preparation, proper food handling and storage requirements. • Knowledge of department administrative, recordkeeping and ordering procedures and requirements. 			
Required Work Experience in Addition to Formal Education/Training: Minimum of 2 years experience in kitchen management.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: MN Driver's License; MN Food Manager Certificate, ServeSafe Certification; Level 3 SNA Certifications	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel. • Training Kitchen personnel in production techniques, procedures, safety and equipment use. • Use of computer and point of sale software and reports. • Ability to work independently with minimal supervision. • Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments. • Interviewing skills. • Ability to calculate and adjust recipes. • Understanding, applying and monitoring recordkeeping and production record processes. • Basic math skills. • Use and operation of kitchen tools and equipment. 	

	<ul style="list-style-type: none"> • Nutritional analysis and application of USDA calculator. • Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment. • Applying HHFKA meal pattern requirements and USDA requirements. • Applying and following food production recordkeeping requirements.
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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 occasionally, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties: 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.



SECTION IV: DISTRICT MISSION AND CORE VALUES

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

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

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

Department Head's Signature

Date

Classification History:
Created classification description 4/2016 BCC