

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Secondary Kitchen Manager	
<i>Supervisor:</i> Nutrition Services Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 4, 4A or 4B

Job Summary

Manages the nutrition services operation to ensure that a quality, nutritious and cost effective meal program is available daily to students, staff, parents and the community. The frequency and percentage of time of duties may vary based on building assignment.

- Grade 4 – supervises student workers only.
- Grade 4A – supervises 1-5 employees (non-student workers)
- Grade 4B – supervises 6 or more employees (non-student workers)

Essential Job Functions

Prepares food according to planned menus, using approved school recipes and safe food handling procedures.

Serves food to students, teachers, staff and the community.

Labels and prepares food for storage.

Daily use of PC computer and software programs to maintain operational accountability and compliance with the National School Lunch Program (NSLP) regulations.

Provides training of daily tasks and safety hazards to new staff and student workers.

Directs and supervises staff and student workers during food preparation, serving, cleaning, sanitizing, stock rotation and other assigned tasks in an efficient and safe manner.

Maintains and cares for office equipment and ensure kitchen is in compliance with state and federal regulations.

Operates Point of Sale (POS) software, receives and records account deposits, reconciles daily sales and prepares and processes daily bank deposit.

Orders food and supplies from a variety of sources.

Loads and unloads food items, supplies and/or equipment for the purpose of providing requested items at designated sites.

Monitors kitchen equipment and refrigeration units for the purpose of ensuring that items are operating in a safe and efficient manner, reporting malfunctions in a timely manner to nutrition services administration.

Communicates and interacts positively with students, staff, parents and community.

Fosters a team environment by assisting coworkers with scheduled work demands.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions and to meet required NSLP professional standards requirements.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard commercial kitchen equipment and typical office equipment.

Independent Decisions

Decisions of a routine and job related nature which deal with a wide variety of situations in the oversight of kitchen operations. Occasionally, decisions will involve student referral for disciplinary actions.

Primary Working Contacts

Works cooperatively with school principal and staff, kitchen aide, students, parents/guardians, Nutrition Services central office staff, central kitchen staff, warehouse staff and vendors.

Responsibility for Cash, Equipment, Safety

Responsible for handling cash and processing daily deposits. Ensures the safe operation of kitchen equipment and maintenance of computer and all peripherals. Ensures reporting and compliant processing of all accident reports.

Supervision Received and Exercised

The kitchen manager is supervised by the nutrition services director and receives oral and/or written direction from the nutrition services assistant director or supervisor. The kitchen manager gives oral and/or written direction to the kitchen aides and/or student workers.

Unusual Working Conditions

Work is performed in a fast-paced and congested work environment. There are periods of above normal noise levels and temperature. Job requires daily lifting of food service product and equipment.

Evaluation

Annual written evaluation by the nutrition services director.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.

2. Two (2) years experience in the use of commercial kitchen equipment (steamtables, convection ovens, coolers, freezers, etc.), customer service, and food preparation.
3. One (1) year supervisory experience.
4. Knowledge of national school lunch program and nutrition and health department guidelines.
5. Knowledge and experience in cash handling including deposits, quantity food production, and current sanitation procedures and regulations.
6. Proficient in skill-based computer competencies and use of peripherals to satisfactorily perform the functions of the job, such as Internet use, email, Microsoft Office programs, document creation, organization and editing.
7. Operating knowledge of and experience with typical office equipment, such as telephones, copier, and fax machine.
8. Strong oral and written communication skills.
9. Organization skills sufficient to develop efficient work methods and meet deadlines.
10. Proficient English language skills.
11. Mathematical skills including basic calculations and application of math concepts.
12. Strong personal computer and keyboarding skills.
13. Exceptional customer service and public relation skills and professionalism.
14. Solid critical thinking and problem solving skills.
15. Manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction.
16. Promote and follow Board of Education policies and administrative regulations, ESSA negotiated agreement and department policies and procedures.
17. Communicate with diverse groups and positively represent the department.
18. Work within a team, and follow standardized practices and/or methods.
19. Work with detailed information/data and maintain strict confidentiality of written and oral information and records.
20. Interact with customers in a courteous, tactful and pleasant manner, sometimes in stressful and busy situations.
21. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator is required.
22. Requires lifting, including objects weighing as much as 50 lbs.
23. Per DEC regulations, must have or be able to pass ServeSafe course within first 45 days of employment and maintain certification.
24. A valid Alaska driver's license.

The following is preferred:

1. Operating knowledge of mixer, dishwasher, slicer, and calculator preferred at time of hire; required within one month of hire.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

It is a condition of employment that the selected applicant become a member of the Education Support Staff Association (ESSA), or pay a professional service fee.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.