

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Manager, Junior High School Kitchen

Supervisor's Title _____

Date Prepared 3/99 **Date Reviewed** 05/00 **Date Reviewed** _____

Employee/Incumbent Review **Immediate Supervisor Review** **GCEA Review** _____

Dept Aprvl **HRM Aprvl** **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Supervises and directs school kitchen staff in the preparation of the dialy National School Lunch Program and ala carte sales. Ensures that the proper sanitation and safety requirements are met. Ensures that proper equipment and supplies are available. Keeps necessary records and prepares daily, weekly, and monthly production reports to submit to the Central Kitchen. Participates in food preparation, serving and clean-up.

Essential Functions

- Plans and directs the activities necessary to implement and maintain the National School Lunch Program in the Junior High School.
- Keeps necessary records (daily use of ingredients, inventory, time sheets and financial records).
- Orders supplies according to menus, orders food, accepts deliveries, attends manager's meeting and nutritional workshops.
- Finds solutions to problems such as shortages, personnel, and other issues.
- Trains and monitors the performance of adult staff and student help.
- Prepares and submits daily, weekly, and monthly reports to the Central Kitchen.
- Supervises the ala carte sales of food items including National Brands. Responsible for cash handling, accounting and taking daily deposits to the school office.
- Keeps labor inventory and meal account records.
- Assures that equipment is in good operating condition.

- Participates in the daily preparation of the school meal.
- Serves meals and cleans-up as necessary.
- Maintains safety and sanitation standards.
- Instructs staff in cooking and cleaning duties.
- Performs or assigns laundry duties.
- May serve breakfast or prepare food for special events.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must be skilled in all relevant aspects of food preparation and service. Must be able to plan, organize and maintain required records. Must be skilled in menu planning within the guidelines of the National School Lunch Program. Requires ability to communicate orally and in writing, demonstrate interpersonal skill in dealing with students, parents, faculty, administrators and co-workers. Must be ServeSafe trained and be able to monitor the compliance of others.

Minimum Entrance Requirements for Training

High school diploma or equivalent, demonstrating basis competency in writing, reading, math and interpersonal skills. Must acquire and maintain a current ServeSafe training.

Minimum Entrance Requirements for Prior Experience

Six months of job related work experience with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Making decisions on a regular basis to promote smooth functioning of the kitchen. Coordinates activities of staff, orders supplies and equipment necessary to serve the needs of the students. Solves problems that arise with warehouse orders and arranges repair of equipment. Resolves shortages with existing supplies.

Interaction with Others (Non-Supervisory)

Has contact with teachers, principals, parents and students.

Supervision

Supervises and trains food service workers. May train and direct a variable number of students who assists in limited duties.

Working Environment

Works in a school kitchen with a variety of equipment requiring alertness and care to follow proper operating procedures to avoid injury. Works on a schedule to meet time requirements. May involve work after hours.

Physical Demand Characteristics

Moving of light and medium weight during food production services.