

**GRANITE SCHOOL DISTRICT
Classified Employee Job Description**

Title _____ Manager, Senior High School Kitchen _____

Supervisor's Title _____

Date Prepared _____ 3/97 _____ **Date Reviewed** _____ 3/99 _____ **Date Reviewed** _____

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

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

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

The individual supervises and coordinates the pantry, serving line workers, and students. Requisitions supplies, food, supervises clean up, sanitation, and establishes controls to guard against waste. Maintains records and accounts for money transactions in the cafeteria. Coordinates activities with outside vendors like "Pizza Hut," and others. Prepares orders for up to 3 Junior High Kitchens, and for special events during school hours or after hour events.

Essential Functions

Oversees and prepares food for high school. Supervises workers, plans and coordinates jobs, sees that laundry, leftovers, equipment, etc., are properly cared for. Keeps food service related records (inventories, ticket money, payroll hours, etc.). Oversees food preparation and service to insure safe food, sanitary conditions, altered menus, and other needed adjustments. Monitors ServeSafe compliance. Coordinates food service activities with administration, Central Kitchen, Junior High kitchen, etc. Coordinates food service with outside vendors like Marriot, Pizza Hut, and others. Works evenings for special meetings, PTA, etc. Opens and closes the cafeteria in the Fall and Spring. Trains food service students and workers. Attends food seminars.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

This position requires managerial skills, the use of adding machine, a working knowledge of kitchen equipment, laundry machines, including their proper operation. Requires ServeSafe training and the monitoring of others in the program. Must understand and work with Federal

Lunch program.

Minimum Entrance Requirements for Training

High school diploma or equivalent.

Minimum Entrance Requirements for Prior Experience

Two years of job related experience with demonstrated competency.

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

The Kitchen Manager has the necessary authority and the complete responsibility for the proper functioning of the kitchen and its cleanliness. As such, the Kitchen Manager is accountable for the same to superiors. The Kitchen Manger has responsibility for the safety of workers assigned and also for the safety of food served to students. This job requires some public relations responsibility. The Kitchen Manager must motivate people, initiate positive interactions and sentiments, solve problems and make decisions.

Interaction with Others (Non-Supervisory)

Interacts with principal, secretaries, students, parents and others.

Supervision

The Kitchen Manager supervises 11-25 workers, and has the necessary authority to decide what is to be done in the kitchen and is held accountable for same.

Working Environment

Standard kitchen working conditions with exposure to heat, cold, stagnant air, humidity, and slippery floors. The flow of work is steady with interruptions. However, it is not difficult to continue the task at hand. Considerable pressure to meet food preparation deadlines.

Physical Demand Characteristics

Individual frequently handles light weight items but will occasionally move heavy items (up to 100 pounds). Needs to be able to stand for long periods of time.