

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: MIDDLE SCHOOL KITCHEN MANAGER

BASIC FUNCTION:

Under the direction of the Director, Child Nutrition Services, manages nutrition services activities at an assigned middle school site; oversees and participates in food preparation and serving activities; assures compliance with mandated health requirements; provides training and work guidance to assigned personnel; prepares a variety of complex documentation and records related to assigned functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists with performing functions of other nutritional services positions as requested by the assigned supervisor.

Communicates with students, school personnel, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; responds to inquiries from parents, staff and students as needed.

Estimates food preparation amounts and adjusts recipes as needed to adhere to projected meal requirements and minimize food waste; submits requisitions for food, equipment and supplies according to established procedures.

Implements menu plans according to students' mandated daily nutritional requirements; checks prepared food for flavor, appearance and temperature according to established requirements; maintains awareness of student allergies and food restrictions according to established procedures.

Inspects food and supply deliveries and verifies quantity, quality and specifications of orders in compliance with mandated health requirements.

Inventories food, condiments, supplies and equipment periodically and assures availability of items required for meeting projected menu requirements; stocks food, condiments and supplies accordingly.

Leads assigned kitchen site operations including staffing coverage and task scheduling and provides safe and efficient food services at an assigned middle school site in compliance with mandated nutritional requirements and health standards; oversees and participates in the preparation and serving of foods to students and staff at an assigned school site.

Monitors activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspects and reviews food preparation and serving areas to assure appropriate health and safety standards are maintained; oversees the cleaning of utensils, equipment, food storage, food preparation and serving areas according to established procedures.

Operates a variety of assigned food service equipment including slicers, ovens, dishwashers, can openers and warmers; operates basic office equipment such as a phone, fax machine, printer, copier, computer and assigned software; operates a Point-of-Sale (P.O.S.) machine as assigned by the position.

Oversees assigned catering requests according to established procedures.

Prepares a variety of complex manual and electronic documentation and records related to assigned functions; updates and maintains daily production records as assigned; maintains temperature logs; processes a variety of kitchen and food related data in an assigned system; assures accuracy of input data; prepares correspondence including parent notices as assigned.

Provides training regarding food preparation, health standards, sanitation and assigned methods in order to comply with nutritional service requirements in compliance with established guidelines; orients new employees to work center and school site processes and provides information regarding site operations and activities; provides input regarding employee selection and evaluation as assigned.

Reconciles transactions and maintains account balances in compliance with established policies and procedures as assigned by the position.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.

Basic financial accounting for daily sales and inventory control procedures.

Coordination of food service operations and activities at an assigned middle school site kitchen.

Food service quality, portion control and appearance standards related to food items.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.
Methods of preparing and serving foods in large quantities.
Operation of a computer and assigned software.
Oral and written communication skills.
Principles and practices of work guidance and training.
Principles and techniques of training, motivation and work guidance, workloads and scheduling.
Proper methods of storing equipment, materials and supplies.
Record-keeping and report preparation techniques.
Required food quantities.
Sanitation and safety practices related to preparing, handling and serving food.
Standard kitchen equipment, utensils and measurements.

ABILITY TO:

Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
Communicate effectively both orally and in writing.
Coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards.
Establish and maintain cooperative and effective working relationships with others.
Estimate food quantities and requisition proper amounts for economical food service.
Follow and assure compliance with health and sanitation requirements.
Handle money and keep records.
Interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and timelines.
Operate a computer and assigned office equipment.
Organize and direct food service operations and activities at an assigned middle school site kitchen.
Oversee and participate in the preparation and maintenance of records and reports.
Plan and organize work.
Prepare high quality foods appropriate to needs of children using standardized recipes.
Requisition proper quantities of food and supplies.
Train and provide work guidance to assigned personnel.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and five years of progressively responsible paid experience in the food service industry.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid Food Safety Manager Certificate (ServSafe Certificate or its equivalent)
Qualified candidates can take merit exam without certificate - but must be obtained prior to employment into the position.
Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Managers per the USDA Guide to Professional Standards for School Nutritional Programs.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.
Dexterity of hands and fingers to operate food service equipment.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Reaching overhead, above shoulders and horizontally.
Seeing to monitor food quality and quantity.
Standing for extended periods of time.

HAZARDS:

- Exposure to cleaning chemicals and fumes.
- Exposure to very hot foods, equipment and metal objects.
- Heat from ovens.
- Working around knives, slicers or other sharp objects.

FLSA Status

Approval Date

Non Exempt

3/01/08; 9/26/08, 4/22/13 (Kitchen Mgr); 10/29/15, 9/28/17