

# **SYLVAN UNION SCHOOL DISTRICT**

## **Job Description**

### **KITCHEN MANAGER**

#### **Description of Position**

Under supervision of Food Service Director, supervises production and transport of food, keeps food service area clean, prepares menus, completes paper work as required by state to verify usage of food items served and compliance with program standards.

#### **Directly Responsible To**

Food Service Director

#### **Major Duties and Responsibilities**

1. Supervises cooks, bakers, cook's helpers, and substitutes in all food preparation.
2. Supervises food service driver and custodian in transportation and sanitation.
3. Assists in menu planning.
4. Checks number of meals to be transported.
5. Completes paperwork as required by state to verify usage of food items served.
6. Assists in ordering all food and supplies.
7. Receives and stores food items as necessary.
8. Assists with monthly inventories, extends, and posts to inventory book.
9. Makes sure that sanitary conditions are maintained.
10. Cooks and bakes as necessary.
11. Supervises serving of food.
12. Assists in training employees.
13. Performs other related duties as assigned.

#### **Minimum Experience and Job Requirements**

1. Basic knowledge of cooking and baking in large quantities.
2. Knowledge of personal and institutional hygiene.
3. Knowledge of and experience with National School Lunch program and Breakfast Program Standards & Requirements desirable.
4. Experience managing a food service operation desirable.
5. Ability to understand and carry out oral instructions.
6. Ability to work cooperatively and harmoniously with others.
7. Ability to operate all food service equipment.

#### **Education Requirements**

High school graduate or equivalent

**Personal Qualities**

1. Appearance, grooming, and personality which establish a desirable example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak and to write English clearly and correctly.
4. Ability to communicate effectively and in a sensitive manner.
5. Initiative, good judgment, tact, patience, and confidentiality.
6. Ability to work cooperatively and harmoniously with others.

Revised: 12/1/97

CSEA Approved: 12/17/97

Board Approval: