

PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title: Kitchen Manager I
Prepared Date: 11/08/2017
Revised Date: 8/1/2018
Work Year: Minimum of 158 days, salary annualized at 6 hours per day
Department: Nutrition Services
Reports To: Area Coordinator
Salary Range: Per AFSCME Negotiated Agreement
Benefits: Fringe benefits based on AFSCME Negotiated Agreement
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Kitchen Manager I is to perform supervisory and operational activities related to on-site school meal preparation and presentation, staff management, and financial records management for the Nutrition Services operation.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- A minimum of 2 years of experience in large quantity food preparation or school food service employment including time as a Kitchen Assistant II with Pueblo City Schools
- Completed District training in leadership course and management training
- Current ServSafe Certification or Serving it Safe Certification
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in institutional food service field

SKILLS AND KNOWLEDGE:

- Ability to work under high pressure with a multitude of on-going tasks and last-minute deadlines and changes with minimal errors
- Knowledge of basic math skills
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students,

- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Maintain open communication with Nutrition Area Supervisor.
- Perform and supervise activities related to food preparation per federal, state, and district guidelines.
- Complete, compile, and/or run various daily and monthly reports including menu worksheets, time sheets, meal planning, ordering of food and non-food, participation reports, meal/cash reconciliation, and completing cash deposits, and emergency rosters.
- Train and evaluate employees in food preparation, portion control, and food handling, proper and safe use of all equipment and sanitation, marketing strategies, customer relations, etc.
- Oversee and serve customers, maintain orderly food service line, supervise students as needed in the cafeteria.
- Perform and/or supervise maintenance of data entered on customer accounts including receiving money, special recommendations or restrictions from parents, refunding money to customers. Perform and/or supervise the procedure for the completion of monthly reports.
- Schedule and adjust employee assignments based on staffing needs. Schedule self into rotation. Implement and communicate operating changes to daily routine, processes, and menus.
- Perform and/or supervise physical count all food and non-food supplies and record the quantities on the inventory form and record monthly following the Inventory Management Program.
- Discuss nutrition regulations and all aspects of nutrition program with building principal, secretary, students, parents, teachers, other managers, and the community.
- Follow District procedures on past due student meal accounts.
- Perform and/or supervise the procedure for the completion of monthly reports.
- Develop and implement promotions and marketing programs for the child nutrition programs.
- Attend meetings to receive and implement information vital to effective operations in

cooperation with Nutrition programs and schools.

- Attend training programs and workshops.

NON-ESSENTIAL DUTIES:

- Adapt to specific or new work situations as needed
- Seek appropriate additional tasks when assigned work is completed
- Perform any and all other duties as assigned by the Area Coordinators and Nutrition Services Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Sitting			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)				X	
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control		X			
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting				X	

Maximum weight: 50 lbs.					
Carrying Maximum weight: 50 lbs.				X	

WORKING CONDITIONS:

Working conditions are considered normal for a commercial food preparation kitchen. Employees are regularly exposed to equipment that could cause harm to self or others. Regularly exposed to chemicals, fumes, and vapors from industrial chemicals that could cause injury. Risk of exposure to disease through regular contact with raw or undercooked food. Regularly work in hot and wet environment.