

# DEXTER CONSOLIDATED SCHOOLS

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## JOB DESCRIPTION

Position: FOOD SERVICES - KITCHEN MANAGER

Supervisor: Food Services Director

**GENERAL JOB DESCRIPTION:** To prepare and serve nutritious, tasteful food for students and school staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must assure that each student who is served breakfast or lunch receives required portions and classifications of required foods according to federal regulations.
2. Must use and ensure that staff uses correct serving equipment to assure proper portion sizes.
3. Organize schedules for food preparations, serving of meals, kitchen and dining area clean-up.
4. Assign jobs to food service staff.
5. Must organize assign and carry out deep cleaning procedures at the beginning, middle, and end of each school year.
6. Must assure kitchen is left clean and mopped with everything put away at the end of each day.
7. Have knowledge of and understand job description of Food Services Worker.
8. Maintain sanitation procedures and logs in all areas.
9. Pass State Environment Inspections.
10. Complete required logs and/or paperwork with accuracy and timeliness.
11. Operate Point of sale Computer if required as a cashier and any other duties as performed by a cashier. Including but not limited to collecting money from parents, staff, visitors, parents or others as necessary. Also collecting tickets for events such as the Thanksgiving Lunch and other food related events. Money must be handled with the highest degree of accuracy.
12. Collect lunch money and send to Food Service Secretary before 1:00 pm each day.
13. Follow all HAACP guidelines.
14. Attend all required training programs pertaining to food safety.
15. Order groceries, check-in deliveries and store groceries.
16. Keep all Temperature Logs for coolers, freezers, and dry storage.
17. Maintain inventories on food, non-food and equipment by keeping accurate and detailed records.
18. May be required to substitute for cashiers.
19. Communicate/work cooperatively with colleagues, supervisors, administrators, parents, vendors and school board.
20. Know what to do to successfully complete assigned work and possess organizational skills.
21. Follow district policies and administrative rules and regulations.
22. Maintain confidentiality with sensitive matters.
23. Be flexible and able to prioritize tasks.
24. **REPORT TO WORK ON TIME. Produce good quantity and quality of work during work day.**
25. Work independently with very little supervision.
26. May be required to perform other related duties/functions as assigned by your food service director, Food Service Director Assistant, superintendent and/or superintendent's designee.

**QUALIFICATIONS:**

1. Three years' experience in Food Service.
2. Must pass Manager ServSafe Certification within a year of employment and keep certification current.
3. Experience in supervising a school food service program is desirable.
4. Must meet all city, state and district licensures and/or certifications.
5. Ability to work with many people and maintain positive attitude.
6. Basic knowledge of computer systems, including data bases and word processing programs
7. Basic mathematical skills.
8. Must be able to read, write and communicate in English.
9. Possess a valid New Mexico driver's license and current insurance appropriate for operating vehicles.
10. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

1. Sitting, standing, lifting and carrying (up to 50 pounds) reaching, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**SAFETY AND HEALTH:**

1. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.
2. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.

**EQUIPMENT/MATERIAL HANDLED:**

1. Must know how to properly operate or be willing to learn to operate kitchen equipment.
2. Food and non-food products.
3. Chemicals.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After-hour work may be required. May work under stress on occasion.

**TERMS OF EMPLOYMENT:**

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

**Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.**

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_