

TEMECULA VALLEY CHARTER SCHOOL KITCHEN MANAGER JOB DESCRIPTION

THE POSITION: Under general supervision of the Executive Director/Designee, oversees, coordinates, and performs food preparation and service for an elementary site. Maintains an inventory of food service items, estimates the quantity of food required, and makes appropriate orders. Maintains food service records in compliance with state and federal requirements.

RESPONSIBLE TO: Superintendent/Principal or Designee

STATUS: Hourly; Non Exempt

WORK YEAR: 184 Days

EXAMPLES OF DUTIES:

- Plans, prioritizes and assigns work to food service assistants and volunteers.
- Monitors and participates in the serving of hot lunches to students and teachers. Follows established state and federal guidelines in meal counting.
- Prepares main dishes, baked goods and other food items. May prepare certain food items such as slicing meats, breads, and salad bar foods, cuts fruits and vegetables and prepares serving trays following established standards of safety and sanitation in quantity food service preparation.
- Assures cleanliness and maintenance of equipment and food service supplies. Restocks and wipes down condiment containers and utensil locations. Washes, sanitizes and cleans kitchen area surfaces and serving area. Sweeps floors.
- Inventories, orders, receives, and stores food items and supplies.
- Operates a variety of kitchen/cafeteria equipment and machines, including packaging equipment, slicers, choppers, steamers, mixers, ovens, and dishwashers.
- Follows established menus when possible and revises menus as needed. Ensures that revised menus fulfill state and federal guidelines.
- Counts money and completes daily reports, preparing and maintaining various records and reports including inventory, sales, meals served, monies collected, and daily reports. Serves as a cashier.
- Organizes and fills portable food carts with food items for sale. May determine items that maximize sales as well as nutritional value.
- Oversees the work of others engaged in food service and cleanup including other employees and volunteers.
- Communicates effectively with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other established standards and procedures.

Distinguishing Characteristics: The Kitchen Manager directs the work of other Food Service assistants and volunteers at the school.

QUALIFICATIONS:

Knowledge and Skills:

- The position requires a working knowledge of institutional quantity food preparation, methods, procedures, and customer service.
- Requires a working knowledge of sales and catering, record keeping, and kitchen sanitation.

- Must have sufficient communication skills to project a positive image and convey basic information to customers.

Abilities:

- Demonstrated ability to independently maintain and monitor a kitchen environment.
- Understand and follow established food service policies, procedures, rules and regulations.
- Orient food service staff and perform basic record keeping functions and complete mandated food service reports.
- Must be skilled in the operation of reheat or warming kitchen equipment. Requires the ability to read and understand written directions and recipes and to calculate weights and measurements.
- Learn, understand and apply safety and sanitation regulations. Must be able to reconcile daily money transactions and keep records.
- Must be able to adapt and learn new procedures and programs as implemented by TVCS SFA. Requires the ability to communicate with peers and other TVCS staff or public in a manner reflecting positively on the department and TVCS.
- Maintains reliable attendance

Physical Abilities

- Requires the ability to stand for extended periods of time, bend, kneel and stoop.
- Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds.
- Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes.
- Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.

Education and Experience

- Requires High School diploma or equivalent.
- Minimal two years as Kitchen Manager or five years as a Food Services Assistant required.

Licenses and Certificates

Certificate of completing a Hazard Analysis Critical Control Point Food Safety System (HAACP) or equivalent safety/sanitation course required within six months. Depending upon assignment, a valid California driver's license and/or first aid training may be required.