

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**

Cook 4

Middle School Kitchen/Production Manager

**IMMEDIATE SUPERVISOR**      School Administrator/Nutrition Services Coordinator

**GENERAL DUTIES**

The Middle School Kitchen/Production Manager is a working manager who directs the operations of a middle school kitchen and the daily preparation and transport of food items to specific schools in the District. The Manager is responsible for organizing, leading, planning, and insuring the quantity and quality in the food service operation, while upholding all District policies and procedures

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent
- B. Documented experience in quality food preparation, kitchen maintenance, and food service supervision
- C. Skill in the use and maintenance of all kitchen equipment
- D. Demonstrate clear, effective interpersonal and supervisory skills, including a neat and clean appearance
- E. Demonstrate effective leadership skills
- F. Possess a thorough knowledge of rules and regulations regarding sanitation, chemicals, Material Safety Data sheets, and food preparation
- G. Possess a current Food Handler's card
- H. Ability to prepare, cook, and store foods according to HACCP methods
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- J. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Responsible for the day-to-day supervision of a middle school with a staff of up to four employees, student helpers, approximately 80 staff and 500 to 900 students
- B. Responsible for the daily preparation and transport of selected meals to District schools
- C. Coordinate monthly menus for school sites using cost containment and the use of government commodities
- D. Based on daily counts, efficiently supervise the daily preparation and delivery of meals to each school
- E. Order food and supplies, check-in food, and properly store until disbursement while maintaining an accurate inventory
- F. Ensure the proficient and timely preparation, transport, and serving of daily meal items
- G. Ensure that school is in compliance with Federal and State regulations and attend continuing education classes to keep current standards
- H. Demonstrate knowledge of recording methods of daily meals and banking procedures either manually or by a current computer system
- I. Maintain USDA production records for middle school and at responsible sites
- J. Assist in the training of food service personnel and provide leadership

- K. Ensure that all employees follow safe, sanitary and appropriate food handling techniques resulting in the service of safe, high quality foods
- L. Ensure that all employees provide excellent customer service to students and staff
- M. Provide a working environment that encourages teamwork and communication to support the food service goals
- N. Cultivate and model a respectful working and learning environment

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 goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

| <b>Physical Requirements</b>                 | <b>NA</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> |
|--|-----------|----------|----------|----------|----------|
| Sitting                                      |           |          | X        |          |          |
| Stationary Standing                          |           |          |          |          | 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<br>Maximum weight: 40 lbs.  |           |          |          | X        |          |
| *Lifting/Carrying<br>Maximum weight: 40 lbs. |           |          |          | X        |          |

\*Identify items typically moved: Boxes of food, loading carts

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Food Service Pay Schedule**

**Pay Grade:** F

**Last Revised:** June 2007