

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION

Cook 5

Elementary School Kitchen/Production Manager

IMMEDIATE SUPERVISOR School Administrator/Nutrition Services Coordinator

GENERAL DUTIES

The Elementary School Kitchen/Production Manager is a working manager who directs the operations of an elementary school kitchen and the production and transport of food items to specific schools in the District. The Manager is responsible for organizing, leading, planning, and insuring quality and quantity within the school food service operation and the transporting operation. The Manager is responsible for upholding all District policies and procedures

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. A minimum of five years food management experience and supervision of large numbers of food service staff
- C. Skill in the use and maintenance of all kitchen equipment
- D. Demonstrate clear, effective interpersonal and supervisory skills, including neat and clean appearance
- E. Must have valid driver's license
- F. Demonstrate effective leadership skills
- G. Possess thorough knowledge of rules and regulations regarding sanitation, chemicals, Material Safety Data sheets, and food preparation
- H. Possess a current Food Handler's card
- 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 an elementary school kitchen, production kitchen, kitchen staff, food service couriers, and student workers
- B. Coordinate and plan monthly menus for school sites using cost containment and the use of government commodities
- C. Based on information given by elementary school managers and/or satellite leaders, efficiently supervise the daily preparation and delivery of foods to each school or satellite school
- D. Order, check in, and properly store food and supplies until disbursement, while maintaining an accurate inventory at the production site
- E. Ensure that schools are in compliance with Federal and State regulations and attend continuing education classes to keep up with current standards
- F. Maintain records of daily meals for free, reduced, and paid student and adult categories either manually or by a computer system
- G. Maintain USDA production records for production kitchen and responsible sites
- H. Knowledge of recording methods of daily meals and banking procedures, either manually or by a current computer system

- I. Train elementary/satellite managers in each kitchen and provide leadership to the food service personnel at each site
- J. Act as a resource person for each school receiving food from the production kitchen
- K. Ability to transport food and/or supplies in emergency situations
- L. Ensure all employees follow safe, sanitary, and appropriate food handling techniques resulting in the service of safe, high quality food
- M. Ensure that all employees provide excellent customer service to students and staff
- N. Provide a working environment that encourages teamwork and communication to support the food service goals
- O. 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)

Physical Requirements	NA	R	O	F	C
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 Maximum weight: 40 lbs.				X	
*Lifting/Carrying 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: G

Last Revised: June 2007