

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: ELEMENTARY SCHOOL KITCHEN MANAGER I**

#### **BASIC FUNCTION:**

Under the direction of the Director, Child Nutrition Services, leads and participates in preparing and serving food items to students and school personnel at an assigned school site; maintains food service facilities, equipment and utensils in a clean and sanitary condition; provides training and work guidance to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists with performing functions of other nutritional services positions as requested by the assigned supervisor.

Balances payment for meals at cash register according to established procedures; assures reconciliation with meal counts and the appropriate funds collected according to established procedures; totals monies and prepares bank deposits according to established procedures.

Communicates with District personnel and outside contacts to exchange information and resolve issues or concerns.

Implements menu plans according to students' mandated daily nutritional requirements; checks prepared food for flavor, appearance and temperature according to established requirements; maintains awareness of student allergies and food restrictions according to established procedures.

Inventories food, condiments and supplies and assures availability of items required for projected menu requirements; inspects food items and supplies and verifies quantities, quality and specifications of orders and assures orders comply with mandated health standards; submits food and supply orders according to established procedures.

Leads and participates in preparing and serving food items to students and school personnel at an assigned site; arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner; monitors kitchen and cafeteria areas and assures a safe and sanitary working environment.

Maintains food service equipment and utensils in a clean and sanitary condition; operates dishwashers and washes serving equipment; sweeps and cleans floors as assigned to assure a safe and sanitary work environment; maintains equipment and storage, cafeteria, food preparation and serving areas in a sanitary condition in compliance with current health standards.

Maintains routine records and reports related to assigned activities as required and records kitchen and food-related data including free and reduced lunch records, daily counts, food temperatures, milk counts and inventories; prepares manual and electronic documentation including parent notices, food forecasting sheets, bank deposits and food and milk orders.

Operates standard food service equipment such as slicers, ovens, steam tables, dishwashers, can openers, refrigerators, freezers, food carts and warmers; operates basic office equipment including a computer, and assigned software; operates a Point-of-Sale (P.O.S.) system.

Pans and prepares ready-to-eat food items and beverages in order to meet mandated nutritional and projected meal requirements for onsite school kitchen.

Provides training and work guidance to assigned personnel and assists personnel in performing assigned functions in a safe and efficient manner.

Stocks condiments, food items and related supplies as assigned; assists in the storage and rotation of supplies in storage areas; unloads food, materials and supplies from delivery trucks as assigned; checks freezer and refrigerator food temperatures as assigned.

##### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Inventory practices and procedures including storage and rotation of perishable food.

Mathematic calculations and cashing skills.

Methods of preparing and serving foods in large quantities.

Operation of a computer and assigned software oral and written communication skills.

Principles of training and providing work guidance.

Proper lifting techniques.

Quality and portion control techniques.

Record-keeping and report preparation techniques.  
Sanitation and safety practices related to preparing, handling and serving food.

**ABILITY TO:**

Add, subtract, multiply and divide quickly and accurately.  
Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.  
Communicate effectively both orally and in writing.  
Conduct daily inventories and order appropriate amounts of food items and supplies.  
Determine appropriate quantities of food items to meet student needs.  
Establish and maintain cooperative and effective working relationships with others.  
Follow and assure compliance with health and sanitation requirements.  
Follow, adjust and extend recipes.  
Interpret, apply and explain laws, rules, regulations, policies and procedures.  
Lead, oversee and participate in food service operations including the preparation, serving and selling of food items to meet student needs at an assigned school site.  
Maintain records and prepare reports.  
Meet schedules and time lines.  
Operate a computer and assigned software.  
Operate standard kitchen equipment safely and efficiently.  
Oversee food service cashiering functions and account for related transactions.  
Prepare attractive, appetizing and nutritious meals for students and staff.  
Train and provide work guidance and guidance to assigned staff.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and two years experience in quantity food preparation.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Valid Food Safety Manager Certificate (ServSafe Certificate or its equivalent)  
Qualified candidates can take merit exam without certificate - but must be obtained prior to employment into the position.  
Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Managers per the USDA Guide to Professional Standards for School Nutritional Programs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment.  
Subject to heat from ovens.

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching.  
Dexterity of hands and fingers to operate food service equipment.  
Hearing and speaking to exchange information.  
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.  
Reaching overhead, above shoulders and horizontally.  
Seeing to monitor food quality and quantity.  
Standing for extended periods of time.

**HAZARDS:**

Heat from ovens.  
Exposure to very hot foods, equipment and metal objects.  
Working around knives, slicers or other sharp objects.  
Exposure to cleaning chemicals and fumes.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 04/22/13, 10/29/15 (CNWIII), 9/28/17