

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Kitchen Manager

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 184 days a year, 6 to 8 hours per day depending upon school site.

JOB GOAL: To serve students and staff meals which are attractive and palatable, in an atmosphere of efficiency, health, cleanliness and warmth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned.

1. Supervises and is responsible for the preparation of approved menus and recipes, used for breakfast and lunch.
2. Supervises and is responsible for maintaining the lunchroom in a neat and sanitary manner. Custodial employees do the actual cleaning of the area.
3. Maintains standards for efficient and sanitary food preparation and service.
4. Plans work for the following day and insures that food is prepared in advance if necessary.
5. Determines food quantities needed for the day's menu, using estimated lunch count and Menu Planner Worksheet.
6. Orders necessary food supplies for future menu needs.,
7. Checks all items received against invoice or requisition for accuracy.
8. Counts, verifies, and is responsible for all receipts, control records, daily and monthly reports.
9. Prepares timecards for employees at the kitchen site.
10. May be responsible for operation of more than one kitchen.
11. In conjunction with the Food Service Coordinator, evaluates school lunch employees at the kitchen site.
12. May deposit monies when necessary.
13. Resolves food complaints and maintains good public relations with student body, staff and parents.
14. Records daily temperatures of freezers, refrigerators, dish machines and menu items prior to service.
15. Directs food service workers and assigns job duties when necessary.
16. Act as cashier during meal service.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of preferred supervisory principles.
2. Knowledge of techniques involving proper food handling, cleaning and storage of food.
3. Knowledge of cooking and baking techniques as applied to institutional and school food preparation activities.
4. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
5. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
6. Recognizes and reports hazards, and conforms to safety standards as prescribed.
7. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
8. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Medium/heavy – Exerts force up to 50 lbs., frequently; or 10 lbs., constantly; or negligible for constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with kitchen areas, (i.e., ovens, grills, refrigerators/freezers, etc.)

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).


Working Conditions: Various computers, ovens, refrigerators, freezers, slicers, grills, ice machines, kitchen utensils and appliances, and other supplies necessary to perform the function of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

12/13/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____