

Chittenden Central Supervisory Union

Job Description

JOB TITLE:	Educational Center Kitchen Manager
FLSA STATUS:	Exempt
UPDATED:	10/9/07

POSITION OBJECTIVES:

To manage, coordinate, plan, and implement the day to day food service operation of the Educational Center; to supervise the staff assigned to the Educational Center cafeteria; and to perform and oversee food production duties for the CCSU Food Service.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

MANAGEMENT DUTIES

- Supervise, direct and manage 12 part-time/full-time school year cafeteria workers at the Educational Center production kitchen (including breakfast and lunch staff). Train new employees; plan and issue daily work assignments; monitor work in progress and check completed work; assist with problems; evaluate job performance; plan staffing needs and work schedules; maintain timesheets.
- Supervise, direct and manage CCSU Food Service floater positions in coordination with Assistant Director when floater is assigned to the Educational Center facility.
- Solicit applications, actively recruit staffing needs. Schedule interviews with Director and Assistant Director and make recommendations for employment opportunities within the Educational Facility.
- Oversee and assist the Head Cook in the performance of a wide range of cooking tasks associated with the preparation of District meals.
- Plan, supervise, and coordinate all daily cafeteria operations, including food preparation, cooking, service, cashier operations, and clean up.
- Plan, organize and write monthly menu for the lunch/ breakfast programs in conjunction with the Food Service Director and Head Cook. Menu must meet all State and Federal guidelines as well as any District Wellness Policies. Cost analysis must be completed for each food item on the menu as well as snack bar offerings. All production records must be done in accordance to State and Federal Child Nutrition requirements. Standardized recipes must be maintained and developed.
- Oversee, manage and direct the distribution of food stuffs to the CCSU elementary schools daily as well as the weekly bulk deliveries.
- Plan menus and test new recipes. Focus should be on menu expansion and creative introductions of menu items to meet and exceed District wellness standards.
- Order Food stuffs daily/weekly to ensure the smooth operation of the CCSU Production Facility. Receive and check for quality control of all inventory involved in the production kitchen to include Government Commodities.
- Plan food quantities based on projected hot lunch/breakfast menus. Order dairy and bread products. Modify standard menus as appropriate to participation.
- Control Inventory, rotate product, and maintain levels in order to minimize food waste and spoilage.
- Maintain inventory of supplies and equipment for the Educational Center.
- Operate the Food Service Solutions (FSS) point of sale system. Run daily reports and manage student accounts.
- Perform a variety of record keeping and bookkeeping tasks including cashiering collection on NSF checks and bad debts. Prepare reports for internal use and required by state agencies. Keep abreast of changing requirements. Administer free and reduced-price food service programs. Keep all information about students confidential.

- Maintain open channels of communication with the principals, teachers, parents and students to guarantee a smooth and successful program.
- Assist in maintaining order in the cafeteria as needed, ensuring that students conduct themselves in accordance with established cafeteria rules. Report unusual problems to the building administrator or Food Service Assistant Director.

GENERAL FOOD SERVICE DUTIES

- Direct the preparation, cooking and assist in the execution of breakfast and lunch main entrée's with minimal support. Introduce new breakfast and lunch items.
- Ensure that established health and safety standards are maintained
- Oversee food service operations on service lines, and assist with various food preparations, cooking, baking, and clean up tasks as needed.
- Ability to comply with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean outer garments at all times while engaged in handling food, drink, utensils or equipment. The use of caps, hairnets, headbands, pins, or other hair restraints is required for all food handlers.
- Monitor all foods for quality of taste, texture and appearance. Order food and supplies daily/weekly.
- Standardize portion sizes.
- Keep all food and supply storage area clean and organized.
- Unload trucks, check orders, and put away and rotate stock.

SUPERVISION RECEIVED:

Reports to the Food Service Assistant Director. Evaluated by the Food Service Assistant Director with input from the Food Service Director.

SUPERVISORY RESPONSIBILITIES:

Manage and supervise 12 part-time and full-time school year cafeteria workers (including school breakfast and lunch staff): play a key role in interviewing and hiring staff; train new employees; plan, apportion and issue daily work assignments; monitor work in progress and check completed work; ensure proper food handling techniques are followed; play a primary role in handling employee complaints and grievances bringing unusual or difficult issues to the attention of the Director or Assistant Director; evaluate job performance; play a key role in staff discipline; plan staffing needs and work schedules; maintain timesheets.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Associates degree or higher in Culinary Arts or other related field with three years of directly related experience, including at least one year in a supervisory capacity; or equivalent training and experience in which comparable skills are acquired.
- Good working knowledge of labor and food costs.
- Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills and Experience. Must have a good working knowledge of computers. Proficient skills and experience with Microsoft Word and Excel required. Successful experience with QuickBooks or other similar bookkeeping program. Ability to effectively utilize direct ordering programs for primary vendors with minimal training.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is constantly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, and taste or smell. The employee must frequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

While performing the duties of this job, the employee is constantly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles. The employee is regularly exposed to toxic or caustic chemicals; outside weather conditions; extreme cold and heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.