



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: School Kitchen Manager	Last Revised/Approved: <i>February 2019</i>
Job Code:	Reports To: <i>Director I, School Nutrition</i>
Office: <i>Chief Financial Office</i>	Department: <i>School Nutrition</i>

Compensation Information	
Pay Grade:	Pay Range: \$
FLSA Status:	Term of Employment: FT

Position Summary/Purpose:

Works with assigned managers to learn the specifics of the job of School Kitchen Manager. Assumes responsibility for the efficient operation of the school kitchen and may be required to replace absent managers on a short- or long-term basis. Travel between locations may be required.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

1. Consults with staff dietitians to determine the best methods of food preparation and program policies.
2. Ensures adherence to established local, state and federal guidelines and regulations for preparing, serving, counting and claiming meals.
3. Supervises and assists in cleaning kitchens, storerooms, refrigerators and other kitchen equipment.
4. Supervises and trains Food Service Assistants (FSA) and central kitchen delivery drivers in their work. Instructs them on daily tasks and prepares work schedules.
5. Ensures compliance with food safety and sanitation standards in accordance with the local governing agency and MPS HACCP policy and safety procedures.
6. Counsels and coaches employees on work performance and completes evaluations.
7. Monitors employee performance on a daily basis, documents improvements as needed, provides suggestions for improvement and recognizes outstanding work.
8. Maintains responsibility for daily food preparation and monitors work to ensure consistent, high quality, prompt service and efficient use of time.
9. Inspects food quality and quantity, recipe compliance, cafeteria cleanliness and service on a continual basis.
10. Participates in bookkeeping procedures. Prepares reports and submits documents and monies to the assigned principal's office for meals purchased through the School Nutrition program.
11. Prepares requisitions for food and supplies, checks in all deliveries and maintains appropriate inventories.
12. Maintains all records for program accountability including on-line data entry.
13. Processes all on-line food and stock requisitions for Back-of-House programs. Maintains inventory.
14. Interprets, evaluates and follows the daily menu.
15. Attends meetings and required in-service training session.
16. Actively supports the MPS Five Pillars of Success.
17. Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires an associate's degree in dietician studies, food service or an equivalent field with relevant food service experience
- Knowledge of safe food preparation and sanitary practices is required
- ***Education and experience may be considered in lieu of degree***

Experience Requirements:

- Two years of experience in food service operations
- ServSafe Certified within one year of employment
- Excellent knowledge of the food purchasing process and the ability to work within a budget

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Knowledge of coaching and mentoring techniques.
- Strategic thinking skills and the ability to communicate with all levels of employees.
- Experience training adult learners
- Must be able to operate kitchen equipment in a large, industrial kitchen
- Computer skills with advanced knowledge of MS Office products is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General office environment with basic standing, walking and typing required.
- Must be able to lift up to 30 pounds.
- Exposure to extreme temperatures on occasion.
- May deal with minor cuts and burns.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.