

RSU No. 5 JOB DESCRIPTION
Kitchen Manager Specialist

QUALIFICATIONS:

1. High school diploma or GED,
2. Working knowledge of proper safety,
3. Working knowledge of physical plant operations,
4. Must have or be willing to obtain a sanitation certification.
5. A pre-employment physical will be required if hired after Dec. 1, 2020.
6. Indicate a willingness to further their education in the areas of nutrition, personnel, and financial management.

REPORTS TO: Kitchen Manager/Director of School Nutrition

JOB GOAL: To produce all meals in a safe sanitary manner. The meals will be nutritionally sound and visually appealing.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the daily menu planning.
2. Responsible for the daily money collection.
3. Responsible for maintaining a record of all charges.
4. Responsible for the daily records.
5. Ability to operate POS (point of sale) system.
6. Responsible for the monthly inventory of the stored items.
7. Possess the ability to communicate with the food service personnel, teaching and custodial staff, parents, and community in a friendly and non-combative manner.
8. Participates as a member of the production team and will take part in the preparation of food, service line and cleanup.
9. Maintain records of all foods containing allergens (peanut, wheat, milk, soy and tree nuts) coming into the production kitchen.
10. Ability to do any job within the kitchen production needs, or any other jobs related to school foodservice requested by the School Nutrition Director.
11. Obtain substitutes when the need arises.
12. Oversees safe and proper use and maintenance of all equipment in the kitchen, and complies with safety and OSHA regulations.
13. Follows applicable State and Federal Regulations of the USDA Child Nutrition Program.
14. Maintains a high standard of work ethic.
15. Must be neat in appearance and follow all Maine Food Code regulations related to clothing, hair restraint and other health and safety protocols.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, understand policies, procedures and related information and to provide and follow verbal or demonstrated instructions.

2. Physical ability to perform all necessary upper and lower body movement.
3. Ability to talk, hear, see, speak, and correctly perceive, work under pressure and to meet time restraints.
4. Ability to do reaching, lifting, basic math, computer skills, writing, eye-hand coordination, sitting and stooping.
5. Ability to lift up to 50 pounds.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance in written and/or oral records.
2. Demonstrates a respect for the legal and human rights of students and staff.
3. Meets and follows all laws and regulations at both state and federal levels
4. Follows all health and safety procedures established by the RSU.
5. Arrives and departs punctually, notifying the appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity and other ethical standards.
7. Follows the chain of command for various administrative procedures and student or program concerns.
8. Observes Board and school policies.

TERMS OF EMPLOYMENT: In accordance with negotiated agreement.

EVALUATION:

Evaluated annually by the Director of School Nutrition in accordance with this document.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Printed Name: _____

Employee's Signature: _____ **Date:** _____

Original to Personnel File Copy to Employee

Revised: November 2020