

## MONONA GROVE SCHOOL DISTRICT

Board Policy 236.1

### FOOD SERVICE KITCHEN MANAGER (Job Description)

- Qualifications:**
- (1) High School graduation is required. Some post high school coursework in the food service field would be helpful.
  - (2) Minimum of two years experience in a quantity food service facility. Some experience with a school lunch program is helpful.
  - (3) A degree in hotel and restaurant management, dietetics, or food service administration may be substituted for qualification (2).
  - (4) *Serve Safe* certification is required.

**Reports To:** The Production Kitchen Manager is directly responsible to the Food Service Director.

**Supervises:** The Production Kitchen Manager directly supervises the food service workers who perform duties in the production kitchen and satellite kitchens.

**Job Goal:** The Production Kitchen Manager has the responsibility to ensure the efficient operation of the food service department in a particular school and for its' satellites. This includes, but is not limited to, adherence to guidelines for the federal lunch program, sanitation and safety, food quality, supervision of staff, food procurement and integrating the food service program into general school operations

#### **Performance Responsibilities:**

##### Training, Continuing Education, Professional Organizations

- A. May be required to take DPI summer courses on menu planning and evaluation or other courses that the Food Service Director would recommend.
- B. Membership in the American School Food Service Association (ASFSA) at the national, state, and local level is required.
- C. Attendance at local chapter meetings and state conventions may be expected.

##### Position Functions

###### A. Food Production and Service

The Production Kitchen Manager shall be responsible for carrying out the following functions relating to food production and service:

1. Maintains standards required by the federal lunch program.
  - a. Assist Food Service Director in menu planning and ensures menu is followed.
  - b. Make appropriate menu substitutions when necessary.
  - c. Ensures staff is correctly identifying reimbursable meals.
  - d. Maintains daily meal counts and participation records to meet USDA requirements.
  - e. Evaluates menu daily to ensure proper quantities are served to meet federal regulations.
  - f. Ensures account operation of the Point of Sale accounting system (POS).
  - g. Ensures compliance of Board policy regarding POS accounting system.

2. Assures production and service of daily menu.
  - a. Assist Food Service Director in determining amounts to order.
  - b. Assure product is in the kitchen when needed.
  - c. Forecast quantities to prepare.
  - d. Use standardized recipes to prepare food.
  - e. Check food quality (includes taste, appearance, and temperature).
  - f. Assure food is ready at service time.
  - g. Responsible for inventory control (includes semester inventories and monthly government inventory/central storage and distribution per specific assignment).
  - h. Involved with daily food preparation.
3. Supervision of kitchen staff.
  - a. Develops work schedules with input from the Food Service Director.
  - b. Assigns work within the kitchen.
  - c. Assigns overtime.
  - d. Calls in substitute workers.
  - e. Trains new employees.
  - f. Assists in the evaluation process.
  - g. Deals with problems as they arise; consults with the Food Service Director when necessary.
4. Inter-school communications and public relations.
  - a. Works with principal(s) to integrate the food service program into school schedule; consults with the Food Service Director as needed.
  - b. Coordinates food service needs with custodians (includes food delivery, cleaning, transportation and equipment repair and maintenance).
  - c. Maintains good rapport with teachers and other school personnel.
  - d. Assists in marketing the school food service program to students, parents and staff.

**Terms of Employment:**

One hundred eighty eight days per year. Work schedule to be determined by the Food Service Director.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

BOARD APPROVAL: August 18, 2004