

Job Title: Elementary Kitchen Manager
Reports to: Food Service Manager
Work Schedule: Hours per day to be determined, 183 days per year
Salary: Per Service Employees International Union Local 925 10-Month Employee negotiated salary schedule

Job Summary:

This position is responsible for managing kitchen procedures and knows all jobs within the kitchen; managing shipment of food to satellite schools; managing all orders; and managing the provision of serving attractive and nutritious meals efficiently and effectively. This position requires a pleasant disposition, independent working skills, quickness in carrying out duties, personal neatness, serving skills, heavy lifting, cashiering, daily record keeping and deposits, step climbing, cleanup and working with various chemicals and detergents. Conditions are hot and fast paced.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Prepare food with efficiency for department and outside locations as needed
- Operate kitchen machines (i.e. mixer, dishwasher, oven, steam table, heating cart, etc.) and train staff in proper operation and sanitizing of the same
- Work independently
- Correctly lift up to 35 pounds in various containers (i.e. heavy mixing bowls, cases of food, large pans of unbaked and baked food, cases of canned and fresh vegetable and fruit)
- Cashier in any given area
- Read recipes, know standard weights and measurements, increase or decrease ingredients
- Serve proper portions of food; know and practice "offer vs. serve"
- Assist in daily cleanup of kitchen and service areas
- Maintain sanitary conditions at all times
- Practice safety habits at all times
- Assist with daily record keeping and deposits as assigned
- Store leftover food properly
- Maintain proper storage of food items
- Order food for department and outside locations
- Prepare time sheets
- Prepare and serve breakfast when applicable
- Negotiate schedule changes with building principal
- Attend related meetings (i.e. manager, plan special building events)
- Maintain updated knowledge of school policies and procedures that affect this position
- Work in like or higher classifications to fill in for absent employees as needed
- Evaluate kitchen staff
- Responsible for supervision of all kitchen staff, assign duties as necessary, and responsible for the safe smooth running of the kitchen
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Ability to work independently and establish and maintain working relationships with students, staff, and coworkers
- Ability to correctly lift heavy objects up to 35 pounds
- Ability to remain flexible to changes in assignments or situations
- Ability to use past job related training
- Ability to participate in any offered job related training
- Ability to communicate effectively

- Ability to follow and give written and oral instructions
- Ability to set priorities
- Ability to handle emergency situations
- Ability to do math calculations and make correct change in your head
- Ability to manage culinary utensils
- Ability to manage storage of food supplies
- Ability to manage breakfast program when applicable
- Ability to manage daily paperwork
- Knowledge of safety rules, regulations, and procedures
- Knowledge of math at twelfth grade level
- Knowledge of ordering, buying, receiving, preparing, and serving foods
- Knowledge of National School Lunch Program Menu Planning Record Book
- Complete knowledge of USDA meal pattern requirements
- Complete knowledge of Snohomish County and Washington State food safety, sanitation and proper temperatures

Minimum Qualifications:

- High School diploma or equivalent
- Valid Washington State Health card (maintained for the duration of this job)
- Certified membership in WSNA desired
- Membership in SNA desired
- ServSafe certification required as a condition of employment (may be completed within one (1) year of hire date)
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

Kitchen environment. May experience frequent interruptions and/or unexpected changes (i.e. menu, equipment used, personnel involved). Requires physical strength, ability to operate equipment, and ability to correctly lift up to 35 pounds. Exposure to cleaning chemicals and fumes and hot and cold environments (walk-in freezer and working around stoves and ovens). Maintain safety habits and sanitary conditions at all times. Conditions are hot and fast-paced.

Evaluation:

This position shall be evaluated periodically by the Food Service Manager pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

Classification History:

Job description developed January 2006.

Job description revised April 2012.

Job description revised August 2019.