

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	School Nutrition Professional, Kitchen Coordinator
Department:	Cafeteria Services
Reports to:	Food Service Manager
Supervises:	Food Service Workers, Cooks, Preparation Workers, Driver

Description of job:

Functional Responsibility: Satellite kitchen personnel and North Kingstown High School cafeteria personnel.

Summary of Responsibilities: Manage the personnel in the preparation and service of attractive and nutritious meals, snacks, a la carte, milk, etc., in an efficient, orderly, clean and cheerful atmosphere. Ensures conformance with the State and Federal guidelines of the National School Lunch and Breakfast programs.

Essential Functions:

1. Oversees and coordinates personnel and activities in the preparation and service to the base kitchen and satellite schools all foods according to a planned menu using only tested uniform recipes. Inspects the food for quality of preparation and for its appearance and flavor before serving and/or shipping to schools.
2. Manages production to prevent waste and to insure that proper portion amounts are prepared and served in accordance with U.S.D.A. requirements.
3. Requisitions food and supplies on a daily and weekly basis. Verify with purchase orders all deliveries of merchandise for accuracy of item, price, size, and condition of goods received. Notifies the manager if there is a problem with the delivery.
4. Records all food requisitions from the storerooms and keeps an up to date record of government commodities. Maintains inventories on all stock and produces a monthly inventory based on a physical inventory. Maintains a rotating inventory using the F.I.F.O. method.
5. Maintains inventory for district schools for any stock that cannot be stored at those sites.
6. Keeps daily temperature and production records of all foods sent, used and left over from base and satellite kitchens. Maintains numbers of reimbursable lunches, milks and snack bar items sold each day.
7. Checks all refrigerators, freezers and coolers for proper temperature and records the temperatures twice daily. Checks dish washing machine for proper sanitizing rinse temperature. If a malfunction occurs, notifies the supervisor immediately. Reports any needed repairs to the manager.
8. Responsible for securing all kitchen equipment and kitchen areas before leaving the kitchen premises daily.
9. Responsible for assigning, reviewing, and instructing personnel in the safe and proper use of all kitchen equipment. Coordinates the daily cleaning and storage of all kitchen equipment.
10. Consults with and reports to the manager any personnel or kitchen related problems or any accident or injury of personnel.
11. Assists the manager in job evaluations and recommendations.
12. When operating equipment please follow all safety guidelines and procedures. Please immediately report any equipment damage, malfunctions or concerns to the Food Service Manager.

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13. Performs other tasks as required by Food Service Manager.

Protective Personal Equipment:		Gloves, hair restraints, slip resistant shoes and aprons			
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None: X		Manual:		Automatic:

Work Environment	
Floor Surface:	Poured rubber surface or tile
Inside:	100%
Outside:	
Lighting:	Incandescent or fluorescent
Vibration:	n/a

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.			X			
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.			X			
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 100 LBS						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			Food/supplies on cart
10 – 20 lbs.			X			Food/supplies on cart
20 – 60 lbs.			X			Food/supplies on cart
60 - 100 lbs.		X				Food/supplies on cart

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		X			
Standing				X	
Walking				X	
Bending			X		
Twisting			X		

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Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical			X		
Reaching – Horizontal			X		
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

FREQUENCY KEY: *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Degree in Culinary and/or Nutrition with three years' experience or an equivalent of education and/or experience.

License/Certificate/Certification:

Rhode Island Health and Sanitation Certificate.

Technological and/or Technical Skills:

Proficiency in Microsoft Office and Excel

Communication Skills:

Ability to communicate effectively with all levels, including administration, staff and peers and students.

Planning Skills:

Ability to plan and coordinate all levels of kitchen activities in accordance with State, Federal and local food service guidelines.

Interpersonal and Problem solving skills:

Ability to interact with students, staff and members of the community in a respectful and positive manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Per North Kingstown Educational Professionals contract

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Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Support Professionals Contract.

Date: 1/2016