

**Roswell Independent School District  
Job Description**

**Job Title: DISTRICT KITCHEN SUPERVISOR**

**Reports To: DIRECTOR OF STUDENT NUTRITION**

**General Job Description:**

Working under general direction of the Director of Student Nutrition to supervise the operation of all the kitchens in the district and oversee the Kitchen Managers.

**Essential Duties and Responsibilities:**

1. Supervises and trains the Kitchen Managers.
2. Fills in for the Kitchen Manager if absent, knowing how to put in food orders and fill out paperwork.
3. Supervises the preparation/service of high-quality food.
4. Ensures Kitchen Manager is completing required logs and/or paperwork accurately and on time.
5. Assisting the Kitchen Managers in overseeing the work schedules, assignments, and efficient completion of work, and food quality of all the kitchens in the district.
6. Supervision of Food Service Employees at all sites.
7. Evaluates the kitchen organization and make appropriate changes for kitchen to run smoothly and efficiently.
8. Ensures Kitchen Managers are compliant with department rules and procedures, administrative directives and regulations, district policy, state policy, EID regulations, and federal regulations. This is accomplished through regular site visits, and participation in on-site monitoring as required by PED.
9. Develops sanitation schedule and ensures Food Service employees adhere to schedule. Ensures HACCP forms are completed and verified.
10. Makes sure Kitchen Manager oversees the cleaning of kitchens and washing of kitchen utensils/equipment according to sanitary methods, and ensure all employees are rotating and taking part in cleaning.
11. Conducts evaluations of Kitchen Managers.
12. Provides help to the Kitchen Manager when they administer disciplinary actions as needed according to policies of the Board of Education.
13. Administer disciplinary actions as needed according to policies of the Board of Education.
14. Oversees and participates in training of current employees and substitutes with focus on quality and efficiency.
15. Provides leadership to ensure that all Food Service staff works together as a team.
16. Supervise appropriate use of computers.
17. Supervises preparation and transport of food to satellite sites.
18. Oversees that safety and sanitation regulations are being adhered to.
19. Oversees the security of the kitchens.
20. Ensures that the Director is informed of all operational issues and decisions.
21. Assists the Director in hiring Food Service employees.
22. Assists with requests for equipment and repair requests.
23. Assists/Coordinates the assignment Food Service employees for special events.
24. Must obtain and maintain the Manager's Certification Certificate.
25. Knowledge of computer systems, including data bases, software and word processing programs.
26. Knowledge of personal and professional task management through the use of technology.
27. Knowledge of general office machine operation, including typing and 10-key calculator.
28. Knowledge of Food Service Safety and Health Requirements.
29. Knowledge of Basic mathematical functions.
30. Maintain confidentiality with sensitive matters and treat people professionally.
31. Report to work on time and work no less than 8 hours per day.
32. Communicate in oral and written forms well.
33. Possess organizational skills and be flexible and able to prioritize tasks.
34. Work with a wide variety of individuals in a highly stressful environment.
35. Maintain accurate and detailed records.
36. Work independently with very little supervision.
37. Be able to make sound decisions

**DISTRICT KITCHEN SUPERVISOR (CONT'D)**

- 38. Make audio/visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- 39. Maintain accurate and detailed records.
- 40. May be required to perform other related functions as assigned by the Director.

**Supervisory Responsibilities:**

- 1. Kitchen Satellite Managers I and II
- 2. Campus Kitchen Managers

**Qualifications:**

- 1. High School Diploma or GED
- 2. Five (5) or more years of experience in working with food service, kitchen management, transportation, and distribution of food, and catering services in the public school environment.
- 3. Food Safety knowledge and Servsafe Kitchen Manager Certification.
- 4. New Mexico Food Code knowledge.
- 5. Valid Drivers' license and Car Insurance (traveling from site to site).

**Equipment/Material Handled:**

- 1. Must know how to properly operate, or be willing to learn to operate, all kitchen equipment.
- 2. Food and Non-Food Products.
- 6. Chemicals

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Work 242 days and salary to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**