

**Roswell Independent School District  
Job Description**

**Job Title: DEPARTMENT HEAD**

**Reports To: FOOD SERVICE KITCHEN MANAGER**

**Essential Duties and Responsibilities:**

1. Responsible for all daily activity in school kitchens in the assigned Department.
2. Oversees preparation and distribution of all food items including serving temperatures, inventory maintenance, ordering, checking deliveries, proper use of leftovers, maintaining kitchen in clean, orderly manner.
3. Notifies Kitchen Manager of any needed repairs or equipment replacements.
4. Must maintain to a high degree of accuracy all records required by the Federal, State and School Board in the operation of the National School Lunch Program.
5. Trains and supervises all cafeteria employees assigned to kitchen in specified department.
6. Works closely with Kitchen Manager in all areas of kitchen management including menu, planning, safety, and personnel.
7. Works in cleaning, serving, delivery, dish washing, receiving bulk food, storing food and supplies and all other job related tasks as assigned by supervisors.
8. Coordinates plans with Kitchen Manager for increase/decrease in participation and helps to maintain good relations between school staff and cafeteria.
9. Is expected to learn other cafeteria jobs in preparation for advancement and taking charge in absence of other department heads as assigned by Kitchen Manager.
10. May also serve as Kitchen Manager in her/his absence.
11. Know mathematical functions.
12. Maintain confidentiality with sensitive matters.
13. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
14. Possess organizational skills.
15. Work independently with very little supervision.
16. Report to work on time and work no less than 7 hours per day.
17. Performs all job related tasks as assigned.
18. May be required to perform other related functions as assigned by your supervisor.

**Qualifications:**

1. High School diploma or GED
2. Ability to Read and Write the English Language preferred.
3. School Food Preparation experience preferred.
4. Obtain Food Service Professional Certification (if required).
5. Food Service Safety and Health Requirements.

**Physical Requirements:**

Sitting, standing, lifting, carrying (up to 40 pounds), reaching climbing, squatting, kneeling, have 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:**

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

**DEPARTMENT HEAD (CONT'D)**

**Work Environment:**

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

**Terms of Employment:**

Salary and work year 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**