

**Roswell Independent School District
Job Description**

Job Title: SATELLITE II KITCHEN MANAGER (10 OR MORE SITES)

Reports To: DIRECTOR OF STUDENT NUTRITION

General Job Description:

Supervises food service activities at assigned sites; organizing food preparation activities; assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports and complying with mandated health requirements.

Essential Duties and Responsibilities:

1. Estimates food preparation amounts and adjusts recipes, if required for the purpose of meeting projected meal requirements and minimizing waste.
2. Inspects food and/or supply deliveries for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
3. Inventories and dates food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items using the FIFO (First In, First Out) Method.
4. Maintains a variety of manual and electronic documents, files and records (e.g. production sheets, meal counts, menus, recipes, nutritional analyses, training materials, etc.) for the purpose of providing written support and/or conveying information.
5. Maintains storerooms, freezers and serving areas for the purpose of ensuring a sanitary and organized work environment.
6. Manages site operations (e.g. monitor meal accounts, evaluate new products and/or menus, etc.) for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional and health requirements.
7. Monitors food service facilities (e.g. kitchen equipment, trays utensils, etc.) for the purpose of ensuring a safe, clean and sanitary working environment.
8. Orders food, equipment and supplies for the purpose of maintain an adequate inventory to complete jobs efficiently and within budget guidelines.
9. Orients new employees to work kitchen and school site processes for the purpose of providing information regarding site operations and activities.
10. Oversees and participates in the preparation, cooking, serving and transportation of food and beverage items (reimbursable meals, snack bar sales and catering operations) for the purpose of meeting mandated nutritional and health requirements.
11. Prepares reports and documents (e.g. meal program records, inventory reports, reconciliation reports, payroll and/or mileage sheets, etc.) for the purpose of providing written support and/or conveying information.
12. Processes receipts for the purpose of completing and documenting transaction and/or preparing deposits.
13. Responds to inquires of students, parents, staff and the public for the purpose of providing information and/or direction regarding available food items.
14. Schedules work hours and assignments for food service employees for the purpose of providing coverage for daily operations.
15. Supervises food service workers and other personnel as assigned for the purpose of maximizing the efficiency of work force and meeting shift requirements.
16. Trains food service workers for the purpose of providing direction and guidance.
17. Knowledge of computer systems, including data bases and word processing programs.
18. Knowledge of basic mathematical functions.
19. Maintain confidentiality with sensitive matters.
20. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
21. Possess organizational skills.
22. Ability to supervise others and demonstrate problem solving capabilities.
23. Be able to make sound decisions and follow standardized practices and/or methods.
24. Operate within a defined budget.

SATELLITE II KITCHEN MANAGER (10+ SITES) (CONT'D)

- 25. Be able to adapt to changing work priorities.
- 26. Work independently with very little supervision.
- 27. Report to work on time and work no less than 7 hours per day.
- 28. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- 29. May be required to substitute for cashiers and for kitchen workers.
- 30. May be required to perform other related functions as assigned by your supervisor.

Qualifications:

- 1. High School diploma or GED
- 2. Job-related experience in school nutrition
- 3. Knowledge in food handling, safety practices, and sanitation procedures.
- 4. Servsafe Food Manager certification (current or within 30 days)
- 5. Basic computer skills
- 6. Experience in planning and managing projects, preferred
- 7. Experience in recipe conversion, preferred
- 8. Quantity cooking, preferred

Physical Requirements:

Sitting, standing, lifting and 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:

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

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 assignments efficiently and with minimal supervision. After hour work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

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

Signature

Printed Name

Date