Job Title: High School Kitchen Manager

Job Summary: The High School Kitchen Manager position will report to the Director of Nutrition Services. They will coordinate and direct the activities of the high school kitchen, including, but not limited to: creating duty assignments as needed, performing skilled cooking duties, directing and supervising personnel assigned to the facility in a pleasant and helpful manner, as well as maintaining the food supply.

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:

- Direct and participate in food preparation according to standard menu, recipes and verbal instructions. This will be done economically, efficiently and on schedule.
- Guide the production and understand the regulations of preparing and serving in matters of temperature, appearance and portion size.
- Requisition routine supplies, keep records and make reports.
- Numerical and clerical ability to calculate and record production quantities and inventory.
- Repeatedly lift and/or otherwise move cases and pans of food and other materials.
- Pack food properly for transportation to area schools and meal sites and assist with deliveries.
- Assist with serving meals.
- Assist in serving students by following USDA guidelines and ensuring that their needs are recognized and acknowledged.
- Maintain confidentiality.
- Operate kitchen equipment, mechanical dishwasher and other equipment as needed.
- Order food, produce, dairy and bread products weekly.
- Rotate stock on shelves to insure freshness of products.
- Safely operate any equipment introduced into the kitchen.
- Maintain a sanitary and safe kitchen.
- Perform other duties by the Supervisor of Nutrition Services.
- Clean kitchen areas, equipment, mechanical dishwasher, and other equipment as needed.
- Store food as directed.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
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- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.

Desired Skills:

- Ability to complete 10 hours of training annually as required by the USDA.
- Experience in quantity food production and preparation preferred.
- Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the public.
- Must have good leadership skills; ability to plan, organize, direct, coordinate and delegate responsibilities to food service staff.
- Must be willing to maintain and update food service abilities by attending workshops, conferences, food shows, and/or in-service programs.
- Ability to scratch bake.
- Must be able to read, write, and do basic mathematics such as extrapolation recipes, keeping records, making changes, counting money, and making reports.
- Knowledge of measuring, weighing, following recipes, and operating equipment in a production kitchen.
- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50 lbs or less. Stand or walk 95% of the workday.
- Knowledge and willingness to be trained in the Skyward Point of Sales system.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:

- Must hold a valid food handlers’ permit issued by Spokane County Health District.
- Must provide proof of immunization against hepatitis A.
- Required to have a valid First Aid card including CPR and training for HIV/AID procedures.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility.
- 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 trainings within thirty (30) calendar days from hire date.
Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The High School Kitchen Manager shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and Director of Nutrition Services. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

Classification History:
Job description developed: May 2015
Job description revised: July 2017

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydennm@evsd.org.