



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Kitchen Manager
Reports to: Director of Nutrition Services

Purposes and Objectives of the Position:

The Nutrition Service Kitchen Manager supervises all kitchen operations. To accomplish this task, the manager must work closely with the staff, food service coordinator and sometimes the building principal.

Qualifications:

- High school diploma or equivalent
- Experience in institutional or large scale food preparation and kitchen management preferred
- Minimum three years personnel and management experience preferred
- Minimum three years experience with record keeping and accounting
- Working knowledge of safe food handling procedures and completion of the KSDE's and KDHE's food safety training requirements
- Successful completion of the KSDE's food safety training within six months of employment

General Duties and Requirements

- Supervise staff, coordinate & prepare nutritious meals & safeguard the health of students, staff & visitors.
- Keep accurate and timely records for the sponsor and KSDE.
- Have knowledge concerning the appropriate operation of all kitchen equipment and ability to effectively train the employees on its safe and correct use.
- Use professional discretion and observe procedures of confidentiality in managing staff and administering the program.
- Assist the Director of Nutrition Services in food service operations.
- Know and practice basic principles of quantity food cooking/batch cooking.
- Practice proper operation of equipment to assure safety and avoid damage to equipment.
- Clean and sanitize equipment properly.
- Follow standardized recipes carefully; weigh and measure food ingredients accurately.
- Assist with serving as needed, using established portion control standards.
- Practice good personal hygiene and food safety.
- Supervise staff, including having difficult discussions, completing evaluations and correcting staff in an appropriate manner.
- Maintain integrity and accountability of the Child Nutrition Program (CNP) through compliance with all federal, state, and local regulations.
- Provide effective office organization and good paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state, and local laws and policies.
- Attend scheduled manager's meetings and participate in planning and conducting meetings/trainings as requested.
- Manage the CNP staff according to all federal, state, and local employment laws, policies, and regulations.

- Establish professional status for the CNP in the education community by acquiring the education and skills necessary for leadership and management roles.
- Provide supervision and on-the-job training to assure that all policies and established procedures are followed.
- Encourage all kitchen staff to attend applicable in-service meetings and training classes.
- Assign work schedules and day-to-day assignments of specific job tasks.
- Make arrangement for substitute workers from the approved list of substitutes to fill in for regular staff members when they are absent.
- Plan and provide menus that meet current nutritional standards and meal pattern requirements and that encourage participation.
- Coordinate food items for a la carte sales.
- Accurately complete monthly inventory of food and non-food supplies. Assure that all supplies are on hand for the day's preparation before needed.
- Order and maintain adequate supplies of equipment, food and non-food supplies. Write weekly grocery orders and submit to food service coordinator on agreed upon day.
- When groceries are delivered, check-in by visually counting each item, noting if specification was met, order was correctly filled and if quality of product is acceptable. Make corrections on invoice while the delivery personnel are still on site. Return items that do not meet specifications. Take a temperature of a freezer items and cooler item and record it on the invoice.
- Provide an environment conducive to protecting the health and well-being of the school's children through high levels of sanitation standards.
- Train staff to correctly use equipment. Establish and maintain schedules for maintenance. Complete an annual inventory of equipment.
- Provide a safe environment for performance of work. Report any accidents in the kitchen to the food service director or school administrator in a timely manner.
- Provide a system for preparing and maintaining records that reflects an accurate report of planned menus, food produced, and food discarded.
- Supervise the transport of food and non-food supplies to other serving sites. Complete the written communication concerning the menu, serving sizes, special instructions, etc. and provide to the satellite server.
- Establish quality standards for the presentation and service of food.
- Provide leadership which promotes the importance of child nutrition and creates an interest in the role of the school nutrition program in the school and community.
- Assist teaching staff with nutrition projects as approved by the food service director, including supplying foods needed, kitchen tours, kindergarten orientation, special occasions for parents, open house tours and other student involvement activities.
- Complete other duties as assigned by the food service director or administrative staff.

Physical Requirements/Environmental Conditions

- Able to tolerate prolonged standing
- Adequate physical strength to manually move, lift, carry, pull or push heavy objects or materials
- Capable of stooping, bending, and reaching
- Able to work effectively in a noisy and crowded environment
- Able to tolerate working in and around food service-related fumes and odors

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.