

## Enterprise Elementary School District Job Description

Job Title: Central Kitchen Manager (Classified Position)  
Department: Business Services  
Reports To: Food Services Director/Site Administrator  
Range: E  
Prepared By: HR Administrative Assistant  
Prepared Date: February 20, 2013  
Approved By: Board of Education  
Approved Date:

**SUMMARY:** Under the supervision of the Food Services Director and/or designee, the Central Kitchen Manager directs food service personnel at a central kitchen that serves multiple sites to ensure that their functions are performed in a safe and efficient manner; providing food services at designated sites to meet the mandated nutritional needs of students; ensuring proper transport and availability of food service items to a variety of sites; providing written support to convey information; and complying with mandated health standards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Effectively use conflict resolution skills
- Communication regarding their operations and overall quality of services
- Coordinate food service schedules for the purpose of providing coverage for special events (catering, promotional events, etc.)
- Coordinate food service employees and other personnel as assigned (e.g., orients, trains, provides input for employee evaluations) for the purpose of maximizing the productivity of the work force, providing adequate central kitchen coverage.
- Direct and/or participate in the transport and delivery of hot and cold food items for the purpose of ensuring availability of food items in accordance with site requirements
- Estimate food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items
- Evaluate prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff
- Implement menu plans for the purpose of meeting students' mandated daily nutritional requirements
- Inspect food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements
- Inventory food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements
- Manage central kitchen operations (e.g., staffing coverage, task scheduling) for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards
- Monitor kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment
- Orient new employees to work center and school site processes for the purpose of providing information regarding site operations and activities
- Oversee assigned site catering requests for the purpose of providing requested services in an efficient and timely manner
- Oversee the cleaning of utensils, equipment, food storage, food preparation and serving areas for the purpose of maintaining sanitary conditions

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- Participate and/or facilitate a variety meetings with central kitchen employees for the purpose of conveying and/or gathering information required to perform job functions and/or maintain compliance with district, state, and federal rules, regulations and guidelines
- Prepare a wide variety of complex documentation both manual and electronic (e.g., menus, transportation logs, meal counts by site, reconciliation reports, time sheets, parent notices, food forecasting sheets, bank deposits, food/milk orders, inventory and supply lists, machine logs) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references and/or providing information to appropriate parties
- Process kitchen and/or food related data (e.g., daily food/milk counts reports, free/reduced meal counts, fridge/freezer temperature reports, food forecasting sheets, bank deposits, food/milk orders, inventory/supply lists, machine logs, purchase orders) for the purpose of updating and distributing information, authorizing for action and/or complying with established food service practices and/or procedures
- Procure equipment and supplies for the purpose of maintaining an adequate inventory for preparing meals
- Reconcile transactions (e.g., meal counts, monies collected, negative student balances) for the purpose of maintaining account balances in compliance with established policies and procedures
- Requisition food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines
- Respond to inquiries from staff, students, parents, etc. for the purpose of conveying/receiving information
- Stock food, condiments and supplies for the purpose of maintaining adequate quantities and security of items
- Maintenance and operation of standard cafeteria appliances and equipment
- For the purpose of ensuring adequate staffing coverage and the general operation of the kitchen(s), may perform the duties of other food services staff such as, but not limited to, Utility Cook, Cook, Cafeteria Aide
- Perform other duties which reasonably relate to the position

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); Job related experience within specialized field with increasing levels of responsibility is required.

**LANGUAGE SKILLS:** Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak with another person and/or group in an understandable voice with sufficient volume to be heard at a normal conversational distance and on the telephone, hand held radio, loud speaker or other forms of communication devices. Must be able to take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the Food Services Director and/or designee in the specific duties as outlined above.

**CERTIFICATES, LICENSES, REGISTRATIONS:** May require a current California Food Handler certificate and any other mandated trainings/certifications. Must have a valid California Driver's License.

**MATHEMATICAL SKILLS:** Required to perform basic math, including calculations using fractions, percents, and/or ratios. Collect and count cash accurately for the purpose of bank deposits.

**REASONING ABILITY:** Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw

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conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; health standards and hazards; methods of industrial cleaning; quantity cooking; safety practices and procedures; methods of preparation, handling and storage of food in quantity; and proper maintenance and operation of modern equipment. Communicate effectively, both orally and in writing, using clear, standard English.

**OTHER SKILLS AND ABILITIES:** Required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in a kitchen setting; operating standard office equipment including a computer; using pertinent software applications; adhering to safety practices; and preparing and maintaining accurate records. Required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing leadership and supervision; adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally sitting; frequently required to stand; walk; use hands and fingers to touch, handle, or feel objects, tools, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds and occasionally lift 50 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to hot and cold foods, odors and/or surfaces, moving mechanical parts; high, precarious places, toxic or caustic chemicals; sharp objects; short exposures to extreme temperatures, risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate to loud.

  
CSEA President

4-29-13  
Date

  
Superintendent

6-12-13  
Date

  
Board Approval (Clerk)

5/12/13 6-12-13 cp  
Date