

POSITION DESCRIPTION

TITLE:	Unit Kitchen Manager	SUPERVISOR:	Director of Food and Nutrition
DEPARTMENT:	Food and Nutrition Department	CLASSIFICATION:	Non-Affiliated

I. Accountability Objectives:

The Unit Kitchen Manager demonstrates professional behavior and promotes positive relationships with students, parents, staff, and others to build customer support for school food service programs. The Unit Kitchen Manager directs the operation of one or more school food service sites, with the responsibility for planning 1,000 meals/ala carte sales per day and supervising approximately 20 employees. Specific functions include assuring the producing and serving of safe, high quality food which meets Wisconsin Food Code and Hazard Analysis Critical Control Points Protocol; participating in menu design which meets United States Department of Agriculture (USDA) requirements and has a high level of customer satisfaction; procuring of food, supplies, and equipment according to established district procedures; monitoring and controlling inventory; maintaining productivity standards; scheduling, developing, supervising and evaluating staff; and operating the food service program within the annual budget. The Unit Kitchen Manager shall ensure that all personnel under his/her direction comply with federal government, state regulatory, and school district policies and procedures.

II. Position Characteristics:

Salary: On schedule
Length of Contract: 207 days

III. Position Relationships:

Reports to: Director of Food and Nutrition
Supervises: Cook – Secondary Building; Assistant Cook – Secondary Building

IV. Position Qualifications:

A. Required Qualifications:

1. Bachelor's degree from an accredited college with a major in one or more of the areas of food and nutrition, dietetics, food service administration, or a related field.
2. A valid driver's license and use of an automobile.
3. ServSafe Certification and/or current Wisconsin Food Manager Certification.

B. Desired Qualifications:

1. Supervisory experience in institutional food service.
2. Level 3 Certification by the School Nutrition Association.

C. Special Requirements:

1. Knowledge and skill in quantity food production and service.
2. Knowledge of Child Nutrition Program regulations.
3. Ability to apply Wisconsin Food Code and Hazard Analysis Critical Control Point (HACCP) principles of food safety and sanitation.
4. Ability to safely operate all types of food service equipment.
5. Ability to speak and write effectively to a variety of customers.
6. Ability to work cooperatively with others to achieve high quality standards.
7. Ability to train, supervise, and evaluate staff to achieve high quality standards.

POSITION DESCRIPTION

8. Ability to use a computer to communicate with staff, complete reports, develop menus, maintain program data base, obtain information, order food, and design signage.
9. Ability to use a calculator/adding machine and apply sound procedures for handling money and preparing bank deposits.
10. Knowledge and skill in problem solving, conflict management, budgeting, and planning and organizing.

D. Environmental/Physical Requirements

1. Ability to lift up to 50 pounds.
2. Ability to reach, carry, and bend and push/pull up to 95 pounds.
3. Ability to stand and walk on hard floors.
4. Ability to tolerate elevated noise levels and fluctuations in temperature.
5. Ability to speak and hear to communicate with customers and staff.
6. Ability to see clearly at close range and discriminate colors.

V. Position Responsibilities:

- A. Maintains integrity and accountability of the Food and Nutrition Program through compliance with all federal, state, and local regulations. Assures necessary records are maintained at the building level to document compliance.
- B. Maintains high standards of kitchen safety and sanitation including compliance with the Wisconsin Food Code and implementation of a HACCP Program. Monitors employee compliance with district HACCP Plan and Wisconsin Food Code.
- C. Operates each food service site within established financial guidelines to achieve a cost-effective program, including proposing annual staffing pattern and identifying budget needs. Monitors Monthly Meals per Labor Hour Reports and recommends changes in staffing as needed.
- D. Orders appropriate food, beverages, and supplies from approved vendors.
- E. Applies management principles to establish and maintain high standards of control for quality food production and service, including implementing sound receiving procedures, par stock levels, and physical inventory. Uses records to forecast future needs and minimize waste.
- F. Utilizes an approved system for preparing and maintaining records for breakfast, lunch and a la carte that reflect an accurate report of planned menus, food produced, food left over, and food waste. Assures program creditability through daily monitoring of food production and service procedures.
- G. Plans and provides menus that encourage student consumption, as well as meet United States Department of Agriculture requirements. Implements procedures to obtain customer feedback, develops a building level marketing plan, and interprets nutrient analysis data and menus to achieve desired nutritional goals.
- H. Manages Food and Nutrition Program staff according to all federal, state, and local district employment laws, including recommendations for hire, providing orientation, on-going staff development, supervision, and annual evaluation.
- I. Implements a major equipment preventive maintenance plan, including equipment cleaning schedules and a long-term replacement plan.
- J. Identifies personal/professional development needs and participates in learning activities to enhance knowledge, skills, and abilities.
- K. Attends Food and Nutrition Program management staff meetings and other meetings as needed. Works with other school district staff.
- L. Identifies equipment repair needs.

POSITION DESCRIPTION

- M. Maintains high standards of personal hygiene. Follows hand washing protocol. Practices appropriate standards of dress including shirts with sleeves, closed toe shoes, hair restraints, apron, and single use gloves when handling food.
- N. Demonstrates knowledge and actions to take in case of a fire or disaster. Knows location and use of fire extinguisher.
- O. Self-administers basic first aid. Immediately reports all accidents and completes Employee Incident Form.
- P. Performs all other tasks as assigned to assure effective operation of the Food and Nutrition Program.

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New: 05/1990
Revised: 11/1999, 10/2009
Location: R:\Position Descriptions\F&N\Unit Kitchen Manager.doc