



JOB DESCRIPTION

Job Title	Production Kitchen Manager-11 Month
Department	Food & Nutrition Department
Reports To	Food and Nutrition Director
Classification	Non-Affiliated
Location	Middle School
Salary	On Schedule
Length of Contract	237 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Food and Nutrition Production Kitchen Manager-11 Month directs the overall operation of a multi-site food service program; including a food production/distribution kitchen and designated satellite kitchens responsible for serving over 2000 daily meals to students, and supervising approximately 20-25 employees. The Food and Nutrition Production Kitchen Manager is also responsible for supervising and evaluating kitchen staff; ensuring Wisconsin Food Code and USDA guidelines are met; procuring food, supplies, and equipment, monitoring and controlling inventory, maintaining productivity standards, operating programs within the annual budget, and overseeing the daily operation of the summer food service program. The Food and Nutrition Production Kitchen Manager-11 Month demonstrates cooperative teamwork, professional behavior and promotes positive relationships with students, parents, staff, and others to build customer support for school food service programs.

Essential Job Functions

- Oversees and operates a multi-site food service operation within financial guidelines to achieve a cost-effective, successful program, including proposing staffing patterns and identifying budgetary needs.
- 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.
- Maintains high standards of kitchen safety and sanitation including compliance with the Wisconsin Food Code and HACCP program.
- Applies management principles, including monitoring all food production and service procedures for designated district schools.
- Plans menus to encourage student consumption of food, meet student nutrient needs, and meet DPI and USDA guidelines; writes modified diets based on Physician’s Order for Diet Modification (diabetes, food allergies and intolerances, etc.) for students with special dietary needs.

- Plans and participates in bi-annual training of employees to build additional skills.
- Orders appropriate food and supplies from approved vendors.
- Utilizes an approved system for preparing and maintaining records for all aspects of the Food and Nutrition Programs that reflect an accurate report of planned menus, food production, food left over, and food waste.
- Implements an equipment preventative maintenance plan that includes cleaning schedules and equipment replacement plans.
- Oversees summer school food service operation including supervising staff and ordering product.

Ancillary Job Functions

- Participates in professional development and complies with USDA Professional Standards regulation.
- Attends staff meetings and other meetings as needed.
- Performs all other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Dietetics, Food Service Administration, or related field.
- Must have ServSafe Certification and/or current Wisconsin Food Manager Certification or obtain within eight months of hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Supervision experience in institutional food service.
- Registered Dietician.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of child nutrition program regulations and special dietary needs.
- Excellent management, leadership, and training skills.
- Knowledge and skill in quantity food production and service.
- Computer competency in a variety of programs.
- Ability to speak and write effectively to a variety of customers.
- Ability to safely operate all types of food service equipment.
- Ability to apply Wisconsin Food Code Regulations and Hazard Analysis Critical Control Point principals of food safety and sanitation.
- Knowledge and skill in problem solving, conflict management, budgeting, planning, and organizing.

- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Kitchen environment with moderate noise levels, temperature extremes from walk-in coolers to warm kitchens, higher humidity levels and standing on hard surfaces.

Physical Requirements – The physical demands described below 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 essential functions.

- See Food and Nutrition Functional Job Descriptions.