

Central Kitchen Manager - Job Description

GENERAL FUNCTION

The Kitchen Manager works with the Assistant Kitchen Manager to supervise the Kitchen Cooks and Kitchen Staff as they prepare meals to be delivered to the schools daily. Currently the school produces 2200-2400 grab and go sack meals per day, and provides fresh produce for all campuses. Places and receives food orders from multiple sources. Operate and clean the equipment, and train others to do so. Ensures the kitchen is clean and in good repair. Follows Utah State safety standards for food preparation, safety, storage and disposal (ServSafe Certified). Follows National School Lunch Program, National School Breakfast Program, Fresh Fruit and Vegetable Program, After School Snack Program serving and nutritional guidelines. Follows all APA Staff policies.

ESSENTIAL FUNCTIONS

- Place orders with food distributors (Nicholas, FFAVORS) based on ordered meals.
 - Maintain a good relationship with all vendors.
 - Receive, receipt, and document all orders.
 - Submit invoices in a timely way to the finance team.
 - Receive and safely put away food and supplies, ensuring products are rotated to keep them fresh.
- Order and receive all non-food items necessary for kitchen operation.
 - Apparel for staff.
 - Supplies (Amazon, Standard Restaurant, Uline).
- Operate, clean and maintain equipment regularly and coordinate repairs as needed.
 - Train staff to safely use equipment.
 - Equipment includes double ovens, steam kettle, food processor, can opener, knives, walk in and reach in refrigerators and freezers.
- Follow Utah State safety standards for food preparation, safety, storage and disposal.
 - Direct and participate in food preparation and delivery. Includes preparing labels, portioning food, bagging lunches, filling crates, loading delivery vehicle, and coordinating deliveries.
 - Follow recipes and instructions.
 - Ensure proper food temperatures are maintained.
 - Numerical and clerical ability to calculate and record production quantities and inventory.
 - Prepare and bag special lunches (gluten-free, dairy-free, allergy-free).
- Follows NSLP, NSBP, FFVP, ASP guidelines.
 - Receive a minimum of 10 hours of training on National School Lunch Program, National School Breakfast Program, Fresh Fruit and Vegetable Program, After School Snack Program.
 - Ensure all meals meet nutritional guidelines.
 - Provide detailed and accurate production records with each delivery.
 - Help identify new products and create new recipes as needed.
- Ensure a safe and clean kitchen environment, including the following tasks:
 - Break down boxes, take out garbage, sweep and mop all floor surfaces, wipe, sanitize, and/or polish all surfaces (carts, tables, chairs, shelves, walls), clean

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restrooms, rinse, wash, and sanitize dishes/utensils/crates, clean storage areas, refrigerators, and other equipment.

- Supervise kitchen staff.
 - Interview, hire, and manage 12+ employees.
 - Work with Assistant Kitchen Manager.
 - Complete regular staff evaluations and track staff training hours
- General
 - Follow all APA Staff policies, including dress code policy, communication policy, and attendance policy.
 - Follow department safety, dress code, communication, and attendance guidelines.
 - Maintain a positive attitude and demeanor in stressful situations and while dealing with change.
 - Work well independently, in pairs, and in teams.
 - Complete all department required training, including pre-service, professional development, and post-service training.
 - This position requires punctual and regular daily attendance at assigned work location.
 - May be the first to arrive at the kitchen, must unlock doors, turn on lights, ovens, etc.

QUALIFICATION REQUIREMENTS Incumbent must be fingerprinted and clear a criminal background check. The incumbent is responsible to follow all policies and guidelines as detailed by District policy. This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position. Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- High School Diploma, GED or equivalent. Associates or bachelors degree preferred.
- Must acquire and maintain a current ServSafe certification within 60 days of employment.
- Excellent computer skills - will be required to use Google docs, Google sheets, calendar, email, online ordering systems.
- Leadership skills; ability to plan, organize, direct, coordinate and delegate responsibilities to food service staff.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.

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- Ability to read, understand and follow standard operating procedures (SOP).
- Skill with routine basic equipment operation, cleaning and maintenance.
 - Commercial convection ovens, Steam kettle, Commercial food processor, Commercial can opener, Manual food processor.
 - Use of convertible hand trucks, carts, rolling carts, and collapsible crates.
 - Reach-in and walk-in refrigerators and freezers.
 - Saddle bag stands and tape dispensers.
 - Box cutter.
 - Knives (chef, paring, bread) and cutting board.
 - Mop bucket, mop, broom, dustpan.
 - Triple sink.
 - Cleaning chemical dispensers.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Physical Requirements – Not limited to the following:

- Requires frequent lifting waist to shoulder up to 35 pounds; carrying up to 35 pounds.
- Requires occasional lifting from floor to waist up to 50 pounds; lifting overhead up to 15 pounds; lifting awkward items up to 40 pounds; carrying up to 40 pounds.
- Requires frequent pushing/pulling product on a cart (up to 40 pounds strength).
- Requires constant standing and/or walking.
- Requires occasional sustained bending and reaching. Requires occasional squatting, kneeling or half-kneeling.
- Requires occasional balancing while walking on slick or wet surfaces.
- Requires frequent talking and hearing, including oral communication with coworkers and manager.
- Requires frequent Near Visual Acuity to safely operate equipment and occasional Color Vision to monitor freshness and doneness of food during prep and serving.
- Requires frequent tasting and smelling of food produced.
- Requires frequent repetitive gripping/pinching/handling and manual dexterity.
- Must endure high heat and potentially dangerous equipment.
- Must endure cold temperatures for short periods of time.
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful conditions, including but not limited to: deadlines, inspection requirements and interaction with critical personnel.
- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.