



## **Kitchen Manager**

**Department:** Food Service

**Supervisor:** Food Service Director

**Status:** Non-Exempt (Union)

**Contract:** Student days plus additional days as determined by Food Service Director

### **Position Overview & Responsibilities**

Responsible for managing all aspects of the kitchen from the food production to staff support, while ensuring the MN State Department of Education, US Department of Agriculture, and school policies and procedures are being met. This position also develops and maintains cooperative, productive workplace relationships in a manner that creates a pleasant environment for those serving and those being served.

- Ensure compliance of food safety and sanitation procedures, governmental regulations, and district policies.
- Oversee daily preparation of nutritious meals, ensuring all food is cooked, held, and stored at the proper temperatures.
- Monitor students with special diets, preparing for student diet needs.
- Provide one-on-one training for new employees and continuous training for all staff each year.
- Ensure second cooks are thoroughly trained and able to determine the needs of the kitchen and place both food and supply orders as a backup when necessary.
- Ensure staff issues are dealt with immediately and resolved privately and respectfully, escalating issues as needed to the Director of Food Service.
- Perform annual staff evaluations in conjunction with the Food Service Director or Coordinator.
- Manage time effectively between kitchen duties and office duties, delegating responsibilities to second cooks as necessary.
- Complete all necessary paperwork including but not limited to accident reports, production records, evaluations, order forms, invoice coding, protein logs, temperature logs, and inventory and check requests.
- Monitor student and staff lunch account balances following district policy for monitoring negative balances and communicate with principals or designated administrator when negative balance remains unresolved.
- Responsible for the communication of information to employees on a daily basis and through holding monthly kitchen meetings.
- Responsible for opening and closing the kitchen each year and assisting with inventory review and the year-end process as directed by supervisor.
- Attend meetings, workshops, and training sessions as directed by supervisor.



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- Performs other related duties as assigned.

## **Requirements & Qualifications**

High School diploma or equivalent (GED) with previous food service experience required. Must obtain a MN Food Protection Manager Certification and SNA Level 4 Certification within one year of hire date. Previous supervisory experience preferred.

Must be able to lift up to 25 pounds, occasionally lifting up to 40 pounds. Must possess strong organizational skills and have the ability to work with a diverse group of people. Must have strong communication skills. Prior managerial experience preferred.

## **Essential Functions & Skills**

This position requires an ability to work independently under the direction of the Director of Food Service and with several buildings and departments.

- Ability to work effectively with administrators, students, staff, vendors and guests.
- Ability to foster teamwork, collaboration and positivity within kitchen environment.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Strong communication and customer service skills.
- Strong organizational, task management, and time management skills.

## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.