



Nutrition Services Kitchen Manager

SUMMARY: Under basic supervision, manages the staff and operations of the prep kitchen work group for the Mandan Public School (MPS) Child Nutrition Program, including operations, purchasing, food storage, production records, and training of staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Manages the staff and functions of the District food preparation kitchen; monitors and evaluates work group, and assures that the work products meet federal, state and MPS quality and safety standards.
- Works independently, and makes appropriate decisions based on experience; performs work within scope of authority and training, and in compliance with MPS policies and quality standards.
- Manages operations to assure production of safe, nutritious, and high quality food; monitors operational procedures for efficient and effective food preparation and distribution.
- Estimates food preparation amounts, and assembles the quantity of food needed for daily menu; adjusts recipes as needed to meet nutritional requirements and minimize waste.
- Manages the preparation and service of MPS meals, using standardized recipes in the necessary quantities; monitors student trays to assure meal requirements are met.
- Follows serving size and meal requirements as determined by Nutrition Services Director and USDA.
- Receives materials and supplies; inspects deliveries for accuracy, and appropriate quantity and quality; contacts vendors regarding discrepancies.
- Assures food arriving from all sources is of proper temperature to meet food safety requirements.
- Manages the cleaning of kitchen equipment and food preparation and storage areas to meet mandated health standards.
- Manages purchasing, record-keeping, and summary reporting in compliance with MPS and regulatory agency standards; monitors production records, and works with staff to control costs.
- Manages, schedules, and trains assigned staff, develops priorities, and assigns tasks and projects; assures that quality and safety standards are defined and achieved; meets regularly with staff to discuss and resolve priorities, workload, customer services, and technical issues.
- Trains staff on operational procedures and quality standards.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School diploma or GED equivalent; AND four years of institutional food preparation experience, including supervisory experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- MPS policies and procedures.
- Federal, state and local codes and regulations governing food handling and public nutrition services.
- Safety and sanitation practices for food preparation, distribution, and storage.
- Methods, materials, and practices of volume food preparation.
- Institutional cooking methods and procedures.
- Principles of inventory control for institutional food and equipment.
- Customer service and public relations methods and practices.
- Environmentally responsible and resource-efficient food preparation and distribution methods.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Food preparation techniques and practices.
- Monitoring operations, identifying potential food safety hazards, and verifying compliance with state and federal regulations.
- Safely using kitchen tools and equipment, and specialized safety testing tools.
- Performing general math calculations, and inventory and records management tasks.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Promoting and enforcing safe work practices.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relations with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required. Certifications in food safety training through the North Dakota Department of Public Instruction, including Lead Foodservice Worker (LFSW), are required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment, and in a commercial food service work environment, with risk of burns and cuts. Requires frequent physical efforts and ability to lift and move items weighing up to fifty pounds.