

**School District of Santa Rosa County  
Job Description**

**Production Kitchen Manager**

<b>Reports to:</b> Director of Purchasing and Contract Administration	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Schools	<b>Prepared by:</b> Human Resources
<b>Date:</b> July 10, 2014	<b>Job Code:</b> 11010
<b>Position #:</b> 31140	<b>Range:</b> 13

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Interviews applicants and makes recommendations for employment;
- Determines where employees will best fit in the program;
- Supervises the training of new employees;
- Plans, assigns, supervises and inspects the work of employees through daily work and cleaning schedules;
- Supervises and assists as required in preparation and service of approved meals and A La Carte offerings;
- Supervises care and use of equipment and writes orders and requisitions;
- Receives food and non-food shipments to cafeteria in accordance with centrally approved practices;
- Requisitions repair and maintenance work, inventory of equipment, implements standards pertaining to sanitation and safety, personal hygiene and dress and the handling and storing of food and supplies;
- Keeps closely appraised of financial and operational efficiency;
- Makes necessary cost adjustments to operation through minimizing waste, accurate portioning, making good use of USDA commodities and utilizing leftovers, etc.;
- Prepares and maintains daily, weekly, monthly reports and employee time sheets;
- Banks monies collected from approved meal services;
- Attends training workshops, follows School Board policies and maintains inventory of food equipment;
- Attends workshops and training activities as directed by Food Service Director;
- Performs other duties as required or assigned.

**Supervision Received:**

Food Service Director

Director of Purchasing and Contract Administration

**Supervision Exercised:**

Cafeteria Staff

**Minimum Qualifications & Skills Required:**

- Graduation from high school or GED.
- Three years as a School Food Service Manager; or four (4) years as an Assistant School Food Service Manager; or eight (8) years experience as a School Food Service Worker.
- Received a minimum of 10 hours of in-service training related to School Food Service in the past year of employment.
- Certified by the American School Food Service Association.

**Preferred:**

Manual dexterity in order to operate kitchen equipment.

**Physical Demands:**

Must be able to walk, bend, reach, stand, and lift supplies and equipment up to 60 pounds; must be able to operate commercial kitchen equipment such mixers, grinders, slicers, convection ovens, steamers, etc.; must communicate using speaking, hearing and vision skills. Work in kitchen; exposure to high temperatures from ovens, stoves, dishwater; exposure to cleaning materials, chemicals, bleach, etc. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Terms of Employment:**

Approved Compensation Plan  
Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.