

ORANGE UNIFIED SCHOOL DISTRICT

HIGH SCHOOL KITCHEN MANAGER

DEFINITION

Under general supervision, to organize and coordinate the operation of a high school cafeteria; to perform and coordinate skilled functions in the preparation, cooking and baking of a variety of soups, meats, vegetables, desserts and baked goods, and a variety of fast foods; to requisition, receive and store foodstuffs and supplies; to organize, develop, and maintain a variety of manual and automated records and reports; and to do other related work as required.

ESSENTIAL DUTIES

- Coordinate, lead and participation in the preparation, cooking and baking of a variety of meat, vegetable dishes, fast foods, and baked goods utilizing prepared menus and recipes.
- Plan, organize, and participate in the planning and preparation of banquets and catering type meals.
- Coordinate, lead and participate in the serving of fast foods and entrees.
- Plan, schedule, develop, and maintain employee work schedules.
- Plan, develop, and maintain manual and automated nutrition service operational, service time reports, and inventory records.
- Review, requisition and order foodstuffs, materials and supplies to ensure that an appropriate operational inventory is maintained.
- Receive, inspect, and confirm the quantity and quality of items delivered.
- Review quality and portion control, and lead and coordinate the wrapping, arranging and storage of food to ensure the efficient use of foodstuffs and supplies.
- Plan, organize, and conduct orientation and in-service training of nutrition service personnel.
- Inspect and monitor the nutrition service facility and equipment to ensure that the facility and equipment is maintained in a clean, safe and sanitary condition.
- Collect monies and prepare receipts and bank deposits.
- Provide technical input into the performance appraisal of food service workers.

QUALIFICATIONS

Knowledge of:

Methods, procedures and techniques for preparing, cooking, baking and serving foods in large quantities;

Sanitation and safety practices and procedures;

Standard cafeteria appliances and equipment;

Menu planning, nutrition and the National lunch and breakfast program requirements;

Basic arithmetic, automated record keeping, money handling and banking procedures;

Methods and procedures for requisitioning, receiving and storing of foodstuffs and supplies;

Personnel motivation methods and techniques;

Safe working methods and procedures.

Ability to:

Prepare and serve a variety of entrees, fast foods, and baked foods in large quantities;

Effectively organize, schedule and lead high school nutrition service personnel;

Adhere to National lunch and breakfast program guidelines and requirements;

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Perform moderately difficult arithmetical calculations;
Compile data and prepare clear and concise manual and automated reports;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves constant movement within the work area, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience in quantity food preparation, service and facility maintenance in a commercial, institutional or school food service setting, including one year in a lead capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by advanced training or course work in nutrition, quantity food preparation, menu planning, safety, sanitation or other closely related areas.