

Job Title: Central Kitchen Manager
Reports to: Food Service Manager
Work Schedule: Hours per day to be determined, 183 days per year
Salary: Per Service Employees International Union Local 925 10-Month Employee negotiated salary schedule

Job Summary:

This position will manage kitchen procedures and knows all jobs within the kitchen; will manage shipment of food to satellite schools, will manage all orders; and will manage the provision of serving attractive and nutritious meals efficiently and effectively. This position requires a pleasant disposition, independent working skills, ability to carry out duties quickly, personal neatness, serving skills, heavy lifting, cashiering, daily record keeping and deposits, step climbing, cleanup, and working with various chemicals and detergents.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Manage daily orders, timesheets, and shipment of food to outside locations
- Take responsibility for actions within the kitchen
- Provide input for kitchen staff evaluations
- Supervise all kitchen staff, assign duties as necessary, and responsible for the safe, smooth running of the kitchen
- Prepare food with efficiency for department and outside locations as needed
- Operate kitchen machines (i.e. mixer, dishwasher, oven, steam table, heating cart, etc.) and train staff in proper operation and sanitization of same
- Correctly lift up to 35 pounds in various containers (i.e. heavy mixing bowls, cases of food, large pans of unbaked and baked food, cases of canned and fresh vegetables and fruits)
- Cashier in any given area
- Read recipes, know standard weights and measurements, increase or decrease ingredients
- Serve proper portions of food; know and practice "offer vs. serve"
- Assist in daily cleanup of kitchen and service areas
- Practice safety habits at all times
- Maintain sanitary conditions at all times
- Assist with daily record keeping and deposits as assigned
- Store leftover food properly
- Maintain proper storage of food items
- Order food for department and outside locations
- Prepare and serve breakfast when applicable
- Negotiate schedule changes with building principal
- Attend related meetings (i.e. manager, plan special building events)
- Maintain updated knowledge of school policies and procedures that affect this position
- Complete knowledge of Snohomish County and Washington State food safety, sanitation, and proper temperatures
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Ability to work independently and establish and maintain working relationships with students, staff, and co-workers
- Ability to sell and make change quickly
- Ability to work quickly and independently, interact well, and establish and maintain working relationships with students, staff, and coworkers
- Ability to get along well with others while working at a fast pace
- Ability to take the initiative to seek-out work needing to be completed

- Ability to correctly lift heavy objects weighing up to 35 pounds
- Ability to remain flexible to changes in assignments or situations
- Ability to use past job related training
- Ability to communicate effectively
- Ability to participate in any offered job related training
- Ability to follow and give written and oral instructions
- Ability to set priorities
- Ability to handle emergency situations
- Ability to manage Food Service personnel in the kitchen (i.e. staff, schedules, evaluations)
- Knowledge of safety rules, regulations, and procedures
- Knowledge of math at twelfth grade level
- Knowledge of ordering, buying, preparing, and serving bulk foods
- Knowledge of all food service personnel job duties within kitchen
- Complete knowledge of USDA meal pattern requirements

Minimum Qualifications:

- High School diploma or equivalent
- Valid Washington State Health card (maintained for the duration of this job)
- Certified membership in WSNA desired
- Membership in SNA desired
- ServSafe certification required as a condition of employment (may be completed within one (1) year of hire date)
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendars days from hire date

Work Environment:

Kitchen environment. May experience frequent interruptions and/or unexpected changes (i.e. menu, equipment used, personnel involved). Requires physical strength, ability to operate equipment, and ability to correctly lift up to 35 pounds. Exposure to cleaning chemicals and fumes and hot and cold environments (walk-in freezer and working around stoves and ovens). Maintain safety habits and sanitary conditions at all times. Conditions are hot and fast-paced.

Evaluation:

This position shall be evaluated periodically by the Food Service District Manager pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed August 2006.

Job description revised April 2012.

Job description revised August 2019.