

Job Description

Title: Elementary School Kitchen Manager
Position: Food Service Lead

Reporting To: High School Food Service Manager

Reports To: Food Service Manager

General Summary: Coordinates and manages the food service program at an individual school.

Essential Functions

1. Supervises daily food preparation for school. Provides leadership and direction for staff. Provides orientation and training to new employees. Coordinates, schedules, and assigns work for food service staff. Checks quality of work by monitoring employee actions. Evaluates and conducts employee performance appraisals. Resolves staff grievances if necessary. Monitors sanitation practices to ensure that employees follow standards and regulations. Assists in daily food preparation for school. Cooks, prepares individual portions, and performs other food preparation duties.
2. Prepares daily, monthly, and yearly food service reports and other paperwork as required.
3. Prepares, receives, and verifies food/supply orders according to school needs.

- * Ability to extend a recipe and accurately determine food requirements.
- * Ability to interact with children effectively.
- * Ability to communicate effectively with staff and students.
- * Ability to establish and maintain cooperative working relationships with staff and others.