

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.
College Place, WA 99324
(509) 525-4827

Position: Food Services Kitchen Manager

Responsible to: Superintendent

Terms: The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

Required knowledge and skills:

- High school diploma or its equivalent (GED);
- Maintain a current food and beverage service worker permit;
- Skill to apply requirements of the USDA School Lunch and Breakfast Program to work results;
- Menu planning skills;
- Knowledge of food preparation procedures,
- Knowledge of technology to track student meal information, ordering purposes and communication;
- Knowledge of school procedures;

Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 10% of the time, ~ 70% of the work day standing, reaching, bending, stooping, walking and ~ 20% of the time working from a sitting position;
- Work efficiently, effectively and timely;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by providing appealing, desirable, nutritious meals to students in a pleasant atmosphere, which follows local, state and federal guidelines.

Essential Job Results:

1. Develop menus by following USDA Nutritional Guidelines, OSPI program requirements, studying popularity of dishes and utilizing food surpluses. Student input is required at least once a year.
2. Prepare meals by following the menu submitted to the District Office. Items not on the menu should not be served unless approved in advance.
3. Protects all people by adhering to current sanitation policies and procedures and maintaining a safe clean working environment.

Vision: Focus on kids and their learning

Mission: Prepare kids for their future beyond College Place Public Schools

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4. Protect students with nutritional health issues by working with the School Nurse and Building Principal and following Individual Health Care Plans and Doctor orders.
5. Be aware of kitchen budgeted allowances and demonstrate purchasing practices and menu planning to stay under the required expenditure level.
6. Maintains food service supplies by comparing menus with inventory levels and freshness; ordering food and non food supplies to insure appropriate levels to meet menu needs; and processing goods as received to the appropriate storeroom. Use products in a first in, first out basis. Storerooms should be clean and organized to support safe movement and accessibility within.
7. Identifies program desires by establishing personal contact and rapport with students, employees and the community.
8. Keeps equipment operational by following manufacturer's instruction and established procedures.
9. Maintains financial security and USDA Program requirements by following internal accounting controls; understanding and operating the current meal tracking system; completing meal planning and preparation reports as required by the District Office.
10. Acknowledges the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
11. Protect the District by keeping information confidential.
12. Maintain technical knowledge by attending educational trainings.
13. Contribute to team efforts by accomplishing related results as needed or requested.

*** ~ denotes approximation

Employee's Signature

Date Received

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