

Kitchen Manager

Created: February 2024

The Kitchen Manager oversees all operations of the Shiloh Christian School meal programs, student nutrition, and kitchen staff. Responsibilities include leading staff, maintaining facilities, and following state and federal guidelines for school lunch programs.

Critical Job Functions

This is not an exhaustive list of the responsibilities, skills, duties, and requirements associated with this position.

Position Responsibilities

- Collaborates with administration and public agencies to implement and maintain a comprehensive student nutrition program.
- Complies with all USDA regulations for the operation of the kitchen and meal program.
- Coordinates regular meetings, communication, and training for kitchen staff.
- Manages programs to include a budget, inventory, and menu planning that complies with guidelines.
- Assists in personnel functions such as recruiting, hiring, training (including annual requirements), and evaluating kitchen staff.
- Maintains current knowledge of new products, state and federal guidelines, laws and regulations, and other topics for the continued improvement of the student nutrition program at Shiloh.
- Sets and implements a monthly menu plan to meet mandated nutrition requirements. This includes:
 - Estimated food preparation and ordering
 - Maintaining food inventory
 - Serve as head cook in preparation of food with kitchen staff
 - Regularly evaluating meal offerings to encourage students and staff participation in Shiloh's lunch program.
- Partner with Shiloh's communication team to present nutrition education to Shiloh families each quarter.
- Maintain kitchen facilities and equipment
- Participates in 12 hours of annual continuing education/training.
- Coordinates schedule to provide coverage for special events including in-service days, quarterly staff take home meals, and Grandparent's Day.
- Collaborate with the business office to meet the requirements of the Free and Reduced Program.

Supervisor: Facilities Director

- Time off requests
- Check-in and reviews

Education/Credentials

- At minimum, high school diploma or GED and 3 years of relevant food experience is required
- Within 30 days of employment, the kitchen manager must complete an 8 hour food safety course leading to certification. The certification must be maintained.

Work Schedule & Environment

The general work schedule for this is Monday - Friday, 6:00am - 2:00pm. Includes one 12 minute break and one 15 minute lunch with a free lunch meal. There are instances when schedules may be adjusted to accommodate other staff absences or organizational needs.

The working environment includes physical demands of food preparation and kitchen maintenance and requires a significant amount of time standing, bending, lifting, pushing/pulling etc.

Summary

This is not an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with this position. While this is intended to be an accurate reflection of the current position, Shiloh Christian School reserves the right to revise the functions and duties of the position, or require that additional or different tasks be performed when circumstances change.

Expectations and communication are key to your success in this position and Shiloh's success as an organization. At any time you are encouraged to talk with your supervisor if you need or want clarification on any of the above information or other assigned tasks.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I am able to perform all these duties. If I need accommodations or clarifications I will contact my direct supervisor.

Employee Name _____ Date _____

Signature _____

Supervisor Signature _____