

SUGAR-SALEM SCHOOL DISTRICT NO. 322

Announcement of Vacancy

Sugar-Salem School District has the following vacancy for the
2024-2025 School Year:
Full Time Kitchen Manager

QUALIFICATIONS

1. High School diploma or General Education Degree preferred
2. Minimum of three years' experience in cafeteria food service
3. Knowledge of principles of food management, nutrition, sanitation and applicable federal and state law, administrative rules and Board policy
4. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the required quantity
5. Ability to plan own work schedule and to direct and supervise others
6. Ability to perform simple bookkeeping and inventory procedures.
7. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop and reach for heavy items
8. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees.
9. Ability to communicate clearly with others
10. Self-motivated
11. Work well with students and staff
12. Excellent organizational and time management skills.
13. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Food Service Director and Building Principal

JOB SUMMARY

To prepare and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and in compliance with state and federal requirements. To coordinate the work of the school kitchen.

MAJOR DUTIES AND RESPONSIBILITIES
Kitchen and Food Service Operations

1. Prepare daily school meals on time and in accordance with the planned menu.
2. Consult with the food service director before making any menu changes.
3. Ensure that each served meal is a reimbursable meal.
4. Review what a reimbursable meal consists of with kitchen staff before the start of meal service
5. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria.
6. Prepare food according to a planned menu using tested and uniform recipes. Determine that the finished product is of high quality both in flavor and appearance before it is served.
7. Work with students and parents of students who have special dietary needs and serious food allergies.
8. Responsible for the proper storage of all food items; keep frozen and refrigerated items at the required temperatures
9. Determine the quantities of food to be prepared daily and serve appropriately sized portions.
10. Supervise and instruct kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
11. Supervise and assist in the preparation and serving of food.
12. Supervise and assist with the daily cleaning of all kitchen equipment, dishes, utensils, tables, laundry and floor cleaning.
13. Cooperate with building principals and custodians in maintaining healthful and sanitary conditions of food preparation, storage, serving and dining areas.

Inventory Responsibilities

1. Responsible for receiving all deliveries and verifying receipt of food and supplies shipments.
2. Process delivery receipts and daily inventory records as directed
3. Responsible for ordering appropriate quantity of food and supplies and submitting such orders to the Food Service

Director weekly.

4. Report to the Food Service Director any faulty or inferior quality food that is received.
5. Oversee securing the storeroom and kitchen.
6. Assume responsibility for the security of the food and supplies and the temperatures of the coolers and freezer.
7. If a kitchen needs to 'borrow' from another kitchen, it is the Manager's responsibility to retrieve the needed item(s) from the other kitchen.
8. Submit an end of the year inventory of food and supplies to the food service director.

Other

1. Managers are responsible for events (fundraisers, dinners, etc.) held in his or her school that are supported by that kitchen. The manager is responsible for working, scheduling their staff members to work the event, and assisting the organizer of said event.
2. Report immediately to the building principal and food service director any problem or accident occurring in the kitchen or cafeteria area.
3. Managers are responsible for following district procedures for any workman compensation accidents that occur in their kitchen or cafeteria area.
4. Maintain friendly relations with other school staff and with lunchroom customers.
5. Confer with the food service director regarding any personnel problems, possible open positions and matters related to the food service operation.
6. Prepare all reports as directed by the food service director.
7. Keep the food service supervisor and building principal informed of activities and problems.
8. Assume responsibility for his or her continuing professional growth and developments
9. Seek assistance should emergencies arise.
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command.
12. Foster a positive attitude in the kitchen and provide a positive working environment.
13. Perform annual evaluation of kitchen staff
14. Attend annual training
15. Participate in Chapter events
16. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the food service supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Work Schedule: Monday-Friday

Anticipated Start Date: August 2024

Posting Date: 06/10/24

Closing Date: Open Until Filled

Special Instructions

Applications may be downloaded from www.sugarsalem.org. Please attach your resume, cover letter, and optional letters of reference at the time your application is finalized and submitted to jrobbins@sugarsalem.com. Attachments can be either a MS Word document or a .pdf file (recommended). Applications are also available at the District Office located at 105 West Center, Sugar City, ID 83448

Contact Info

Human Resources

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