

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: CENTRAL KITCHEN MANAGER/NUTRITION SERVICES **Salary Range:** 18
Employment Category: Management/Supervisory **FLSA Designation:** Exempt

Job Summary:

Under direction, manages, supervises and coordinates the food service operations at a specified site to include: organizing and directing the kitchen operations; assuring the timely preparation and delivery and/or receipt of meals and other food items for assigned special programs; assuring the proper operation of an assembly line; and, ensuring compliance with District, State and Federal requirements related to food services.

Essential Job Functions:

- **Communicates** and coordinates internally and externally for the purpose of providing information dissemination, information gathering, decision recommendations and problem identification and resolution.
- **Creates** and disseminates policies and procedures (e.g. menus, programs, recipes, sanitation, handling of equipment, etc.) for the purpose of ensuring information dissemination as required by State and/or Federal guidelines; and, ensuring nutritional requirements are met.
- **Maintains** inventory (e.g. commodities, equipment, supplies, etc.) for the purpose of ensuring availability of necessary supplies and ensuring safe and sanitary condition of facility.
- **Maintains** documents and information (e.g. menus, daily production records, etc.) for the purpose of ensuring compliance with State and Federal regulations and accurate documentation of information as required.
- **Manages**, supervises and coordinates personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and recommendations on hiring, discipline, firing, problem identification and resolution.
- **Manages**, oversees and prepares food and beverages for the purpose of ensuring compliance with federal and/or State guidelines; and, ensuring nutritional requirements and feeding needs.
- **Oversees** safety and sanitation of kitchen facility for the purpose of maintaining a clean and safe environment to ensure the health of employees and end users.
- **Procures** food items from vendors for the purpose of ensuring availability of necessary supplies in quantities adequate to prepare meals as planned.
- **Receives** and transports funds for the purpose of securing money collected and preparing funds for deposit in accordance with district requirements.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill in the ability to provide leadership to personnel, work with a diverse group of individuals and handle situations with tact, diplomacy and discretion. Knowledge of dietetic practices. Knowledge of the federal and state rules, regulations and policies pertaining to food services, to include health, safety, purchasing, procurement and records management. Ability to utilize pertinent computer hardware and software applications. Ability to understand and carry out oral and written instructions, communicate and direct other personnel.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 50 pounds and constantly lift a minimum of 15 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Mechanical Hazards (Oven doors, mixers) Electrical (Electrical appliances) Burn Hazards (Hot pans, steam tables). Noise (Banging pots and pans, slamming doors (Refrigeration units, walk in coolers, freezers) mixers); Other Hazards (Wet surfaces). Other Atmospheric Hazards: Fumes (Cleaning solvents) Mists (boiling water, dish water) Odors (Oven cleaners, bleach, cleaners) Protective Clothing/Devices (Latex gloves, aprons, hair nets, back brace).
- **Education and Training Required:** High School graduate or equivalent, possession of a Dieticians Certificate, possession of a valid Food Handlers permit and five (5) years of increasingly responsible experience in quantity food preparation or service which included two (2) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Possession of a Dieticians Certificate.
 - Must possess or have the ability to obtain a valid California Drivers license.
 - Must possess or have the ability to obtain a Food Handler's Training Certificate.

Personnel Commission: Revised 12/14/99
Personnel Commission: 12/03/97
Board of Education: 04/21/98
Salary Modification: 07/01/00
Personnel Commission: 10-27-05