

Harlem Consolidated School District #122

Job Description
HHS/HH9/HMS
Food & Nutrition Services
Kitchen Manager

Supervisor: Director of Food & Nutrition Services
Building Principal

FLSA Status: **Non-Exempt** **Employee Group:** **At-Will**

Qualifications:

1. High School Diploma or equivalent
2. Illinois Food Service Sanitation Certification required
3. Intermediate mathematical and computer skills required (WORD and EXCEL desirable)
4. Ability to relate positively to staff and students
5. Ability to work within a framework of multiple and complex regulations and supervise, train, motivate and evaluate the work performance of food service staff
6. Manual dexterity, stamina, ability to work with chemical cleaning agents, and strength to lift and carry objects weighing up to 50 lbs.

Terms of Employment:

- Full-time
- Nine (9) month contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Operate a quality food service program that meets the needs of the school and the students within the allocated budget.
2. Supervise food and non- food supplies procurement, food production, meal service and compliance with program rules and regulations in the kitchen and cafeteria operations.
3. Supervise the food service staff by preparing work schedules, assigning and directing work tasks and training staff as required.

4. Monitor staff work performance and complete performance evaluations in compliance with established district personnel procedures.
5. Follow prescribed housekeeping and safety procedures to ensure that sanitary and safest conditions are met with regard to health department and USDA program regulations.
6. Maintain staff payroll forms; approve and submit regularly to director of food service.
7. Maintain records and complete reports as required. Prepare daily bank deposits.
8. Participate in staff meetings, workshops, food shows and ILSNA conferences.
9. Follow prescribed procedures to protect the anonymity of students who qualify for free and reduced meals.
10. Maintain positive working relationships and demonstrate respect for students, staff and parents.
11. Provide in-district catering.
12. Participate in routine cleaning and sanitizing kitchen equipment and supplies.
13. Keep current with best practices and requirements as they relate to your job assignment.
14. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.