

SALIDA SCHOOL DISTRICT R-32-J

BOARD OF EDUCATION

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VACANCY NOTICE

Date: July 11, 2018

Position: Nutrition Services –Kitchen Manager

Compensation: \$15.00/hour- plus benefits

Status: Non-Exempt

Procedure for application:

Send an application and resume to:
Salida School District
Central Administration Office
349 East 9th Street
Salida, Co 81201

Closing date of application: July 27, 2018

Beginning date of employment: August 6, 2018

General Description:

The Kitchen Manager position is responsible for their assigned school complete kitchen operation, up to an including interviewing potential staff with the Nutrition Services Manager, ordering of all product and supplies, overseeing all aspects of food preparation, menu planning, safety, inventory and sanitation. The Kitchen Manager is also responsible for the daily documentation and nutritional requirements of the Office of School Nutrition and the Colorado Dept. of Education.

Supervisor and Evaluator: Nutrition Services Manager
Supervises and Evaluates: Nutrition Staff
Work Days: 155

General Responsibilities:

- Reports to the Nutrition Services Manager
- Co-interview and assist in hiring decisions
- Supervise, monitor and evaluate subordinate staff
- Contribute, with other Kitchen Managers and Nutrition Services Manager, in menu creation
- Train staff on kitchen procedures
- Determine and order food and supply products for each week taking into account costs and availability
- Take periodic written inventory of all stock
- Maintain all equipment and notify Nutrition Services Manager when service or repair needed
- Complete and maintain in an orderly manner all daily production records
- Operate Point of Sale system during each meal
- Will be responsible for all aspects of food preparation keeping within sanitation guidelines
- Be able to analyze recipes
- Preparation and service of food in the cafeteria
- Assists with cleaning dishes during service breaks
- Perform daily clean-up to include sweeping, mopping, wiping down counters, carts, cleaning sinks, and washing dishes
- Perform other duties as assigned

Preferred experience/knowledge/ability:

- Possess the ability to analyze and interpret recipes.
- Ability to record all foods used in daily preparation.
- Possess knowledge of common health safety procedures.
- Possess an understanding and usage of appropriate measuring utensils to meet state guidelines.
- Must be able to lift up to 50 pounds

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The Salida School District does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability in hiring for any position. No smoking or tobacco use is allowed on school property or in school vehicles. Employment shall be subject to approval by the District Board of Education. Selected applicant must comply with the District's Drug-Free Work Place Policy.

Selected applicant must agree to fingerprint and background check conducted by CBI. Pre-employment physical may be required and will be provided by the district to selected applicant. May require flexible hours