

Riverside Local School District
Job Postings/Vacancies

2024-2025 School Year
(Anticipated Retirement)

Date: April 15, 2024

Title: **Kitchen Manager – RHS Kitchen**
5:15 A.M. – 1:15 P.M.; 8 hours per day
Monday through Friday

Responsibilities
and Skills
Required:

Please refer to attached Job Description.

Reports to: Director of Nutrition Services / Building Principal

Terms of
Employment:

Initial contract one year; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding:

Lunch Fund, Minimum for Kitchen Manager \$15.78 – Step 0.
RHS/JRW/LMS Kitchen Manager also receives \$19.33 per day.

Limitations:

As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration should be sent to Mrs. Michelle Gifford (Michelle.Gifford@riversideschools.net) and Mrs. Mallory Aliff (Mallory.Aliff@riversideschools.net) by 4:00 p.m. April 19, 2024.

M. Aliff
4/15/2024
11:15 A.M.

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C).

RIVERSIDE LOCAL SCHOOL DISTRICT
NUTRITION SERVICES JOB DESCRIPTION

Title: **SECONDARY KITCHEN MANAGER**

Reports to: Director of Nutrition Services

Job Objectives: The secondary kitchen manager is a skilled position in the administration and supervision of the cafeteria at Riverside High School, John R. Williams Junior High School or LaMuth Middle School. The kitchen manager is responsible to plan for and oversee the preparation and serving of daily breakfast and lunch for the students and staff at The secondary cafeterias are specialized operations with larger staff assigned to specific areas of food preparation.

Minimum Qualifications:

- High school diploma. School food service training, including SNA certification, is preferred.
- A record free of criminal violations that would prohibit public school employment.
- Keeps current with technology and other workplace innovations that support job functions, basic computer skills required.
- Food production skills and the ability to use commercial kitchen equipment.
- Ability to comply with nutrition, health, and safety regulations.
- Serv-Safe Certification.
- Ability to apply basic mathematical concepts.
- Interpersonal, organizational and good time management skills are essential.
- Proven record of good attendance at work.

Essential Functions: The following are typical work responsibilities:

- Checks with the Nutrition Services Director for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative and departmental guidelines/procedures.
- Follows the published menus, recommending changes and making modifications in response to customer requests.
- Proficient in all regulations pertaining to the National School Breakfast and Lunch Programs and trains kitchen staff in those regulations.
- Orders all food and supplies for both kitchens.
- Maintains and monitors food production records and monthly inventory records.
- Carefully uses products and supplies to control costs and reduce waste, keeping stock organized and rotated per HACCP policies.
- Ensures compliance with all food preparation regulations (e.g., HACCP, sanitation procedures, etc.) and trains/retrains kitchen staff in that compliance as needed.
- Uses standardized recipes to maintain quality control.
- Assigns duties to kitchen staff, ensuring cross training. Ability to communicate with, delegate, redirect and correct kitchen staff as needed.
- Prepares special meals for students with dietary restrictions.
- Ensures that food is presented in an attractive way, and that food and supplies are refreshed to maintain an orderly flow of customers, providing substitute menu items as needed on the serving lines.
- Proficient in the POS system, monitoring cashiers for compliance in operation and cashier duties.
- Monitors kitchen safety. Ensures that kitchen supplies and equipment are properly stored, identifying maintenance needs.
- Ability to operate, maintain and trouble shoot issues with commercial kitchen equipment.
- Promptly documents all injuries that require a medical referral.
- Knows how to operate the fire suppression system.
- Promotes a positive image of the food service department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Assists with special district events as directed (e.g., catering requests).
- Assists rental groups as directed. Secures the kitchen and storage areas as directed.

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C).

- Reports student discipline problems, vandalism, or other related concerns to the Nutrition Services Director and/or building principal.

RIVERSIDE CAMPUS KITCHEN MANAGER

Page 2 of 3

- Reports suspected child abuse and/or neglect to civil authorities as required by law.
 - Participates in staff meetings and professional growth activities.
 - Is a daily visual presence in each kitchen, assisting as needed in either kitchen.
 - Strives to develop rapport with students and all staff, serving as a positive role model for others.
 - Maintains a professional appearance. Wears assigned work attire appropriate for the position, promoting a professional image of the school district and school food service.
 - Performs other specific job-related duties as directed.
- Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
- Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
- Provides critical analysis as needed.
- Generates written work-product as needed.
- Reports misconduct or violations of policy or procedure.
- Must not disrupt the proper functioning of your position or department.
- Must not undermine the authority of coworkers, supervisors, or superiors.
- Must maintain close working relationships with coworkers, supervisors, and superiors.
- Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
- Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
- The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
- Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Must instill in students the belief in and practice of ethical principles and democratic values.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties:

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Carries out prescribed actions efficiently with limited supervision.
- Works cooperatively to support a successful team effort.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies/equipment. Must be able to lift 30 pounds.
- Performs repetitive tasks quickly.
- Distinguishes variances in color, texture, aroma, and taste.
- Performs activities that require reaching, crouching, kneeling, and/or crawling.
- Maintains an acceptable attendance record and is punctual.
- Attends travel and in-service meetings to continue education in school food service.

Supervisory Responsibility:

Under the direction of the NS Director: provides instructions and communicates expectations to assigned staff, temporary employees, and trainees. Assumes responsibility for the results of duties delegated.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable:

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C).

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to wet floors, extreme kitchen temperatures (hot and cold), vapors, and odors.

RIVERSIDE CAMPUS KITCHEN MANAGER

- Exposure to loud noises and equipment vibrations.
- Duties may require operating power equipment and exposure to electrical hazards.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend on occasion.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Riverside Local School District, Board of Education.

Terms of Employment: The current negotiated agreement adopted by the BOE provides information about compensation. The Riverside Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

Revised: **May 5, 2022**

Rate of Pay: _____ Hours per Day: _____

I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.

Employee's Signature _____
Date

Director's Signature _____
Date