



## **Kitchen Manager**

### **Central Lyon Community Schools**

**Reports to**      Food Service Director

**FLSA Status**    \_\_\_ Exempt     X  Non-Exempt

**Status**             X  Full Time    \_\_\_ Part Time

X  Hourly        \_\_\_ Salary

**Date Revised**   May 17, 2022

#### **EXECUTIVE SUMMARY**

The Kitchen Manager will coordinate and direct the activities of their assigned kitchen (high school/middle school or elementary), including, but not limited to: creating duty assignments as needed, performing skilled cooking duties, directing and supervising personnel assigned to the facility in a pleasant and helpful manner, as well as answering questions and/or making decisions in the Food Service Director's Absence.

#### **ESSENTIAL FUNCTIONS**

- Ensure Cooks have a clear knowledge what is expected of them from the Kitchen Manager.
- Available for deliveries, staff, and administration when the Food Service Director is not available.
- Maintain strict confidentiality while performing position duties in an ethical manner.
- Perform position duties following standard operating procedures of the district, local, state, and federal health/food service regulations.
- Maintain safety regulations at all times.
- Maintain work area in a clean and sanitary manner following approved procedures.
- Set up serving line and dish area.
- Serve food in a pleasant, efficient, and sanitary manner following indicated portion sizes.
- Monitor food temperatures.
- Monitor meal components.
- Prepare food for special diets as required.
- Maintain routine records and prepare routine reports.
- Prepare food, trays, silverware, and equipment for return to food preparation kitchen.
- Work as dish machine operator as needed.
- Participate in general cleaning of kitchen areas, storerooms, and kitchen equipment.
- Perform other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES DESIRED**

**Requires the following (or equivalent qualifications):**

- Must possess a high school diploma or GED
- One year of experience in home cooking or institutional cooking

#### **Knowledge and Skills**

- Ability to follow oral and/or written directions or instructions
- Ability to relate with students, public, and other employees in a positive manner
- Ability to operate tools and equipment as assigned
- Ability to keep tools and equipment clean and in working order
- Aptitude for high standards of workmanship, cleanliness, and safety for successful completion of tasks

- Knowledge of and ability to follow standard operating procedures of the district, local, state, and federal health/food service regulations

**PHYSICAL REQUIREMENTS**

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Stationary Position		X	
Moving			X
Talking			X
Hearing			X
Handling			X
Reaching			X
Fingering			X
Repetitive Motion			X
Balance			X
Lift 0-10 Pounds			X
Lift 11-25 Pounds			X
Lift 26-50 Pounds		X	
Lift Over 50 Pounds		X	
Operate Motor Vehicle	X		

**WORKING CONDITIONS**

	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Outdoors	X		
Evenings	X		
Weekends	X		

**TERMS OF EMPLOYMENT**

- 7-8 hours for 180 school days, 1440 hours
- Wages and benefits to be determined by the board

**EVALUATION**

The Cook will be evaluated by the Food Service Director at least annually in accordance with law, board policy, and the preceding job description.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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## APPLICATION PROCESS

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Please mail OR email a copy of the application along with a letter of interest to:

Mrs. Darsha Tuenge  
Food Service Director  
Central Lyon School  
1010 S Greene St  
Rock Rapids, IA 51246  
[dtuenge@centrallyon.org](mailto:dtuenge@centrallyon.org)

A complete application must include:

1. A Letter of Interest
2. Completed and signed application form

### **School District Non-Discrimination Notice**

It is the policy of the Central Lyon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Brent Jorth, superintendent, Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51246, (712) 472-2664, [bjorth@centrallyon.org](mailto:bjorth@centrallyon.org).

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