

JOB POSTING – KITCHEN MANAGER

Monday – Thursday, 6:00 am to 2:00 pm, Full-time with benefits, Start: 26/27 School Year, Wage per Classified Wage Scale

EDUCATION:

- High school diploma or (GED)
- Preference may be given to applicants with previous experience with large-scale cooking and food preparation/serving
- Must have a general understanding of MSDS (Material Safety Data Sheets)

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions, short correspondence, and memos
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees

MATHEMATICAL SKILLS:

- Add and subtract two-digit numbers and multiply and divide with 10's and 100's
- Perform these operations using units of American money and weight measurement, volume, and distance
- Experience with bookkeeping/budgeting procedures

SKILLS AND ABILITIES:

- Apply common sense understanding to carry out detailed written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- Work in a friendly manner with co-workers and students, plan work schedules, and direct assistants
- General knowledge of the best methods of preparing and cooking food in large quantities
- Ability to adjust recipes to the quantity required
- Physical Demands: Stand & walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items
- Work Environment: The employee will be required to work in an environment typical of an institutional kitchen with sharp objects, hot surfaces, electrical equipment, slick floors, etc.

PERFORMANCE RESPONSIBILITIES

- Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
- Maintains the highest standard of safety and cleanliness in the kitchen and cafeteria
- Determines the quantity of food needed to be prepared each day
- Adheres to a schedule of meal serving times, prepares food according to a planned menu and tested standardized recipes, and determines if the finished product is of the best quality both in flavor and appearance before it is served
- Oversees the locking of the storeroom and maintains correct inventory by checking in all items of each shipment and ordering necessary food and supplies
- Is responsible for the proper storage of all food items, including keeping frozen and refrigerated items at the required temperatures
- Immediately reports any problems or accidents occurring in the kitchen or the cafeteria area to the Food Service Director
- Attends regular kitchen meetings as required
- Is responsible for all written reports and cash reconciliation
- Completes and passes the food service sanitation course Takes the Panhandle Health Safe Food Handling Course and other training deemed necessary
- Performs other duties as deemed appropriate by the Food Service Director and/or Building Administrator

Any BCSD staff interested in transferring to this position should submit a "Request for Transfer" form to the District Administration Office on or before 8/1/26.

POSTED 8/20/26

Boundary County School District #101 does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientations, or disability in its program, activities, and employment practices.