

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: COOKING CLUSTER MANAGER

REPORTS TO: Foodservices Manager

RESPONSIBILITIES:

1. Manage a kitchen facility where food is being cooked and baked from raw and pre-processed ingredients and transported to satellite locations.
2. Maintain required records such as labor costs, food costs, production records, and related data.
3. Provide lead direction and oversight to on-site and cluster foodservices staff, including scheduling and overseeing production, efficiency, and food presentation.
4. Manage all on-site District accounting procedures, including procedures for free and reduced meals.
5. Track inventory and supplies.
6. Participate in recommendations to increase program participation.
7. Organize production kitchen for efficiency and effectiveness.
8. Maintain food handling safety and sanitation.
9. Assist with all aspects of food preparation, service, and cashiering.
10. Perform food storage and clean-up in a team setting.
11. Provide supervision of cluster catering program per district program guidelines.
12. Follow established procedures for interdepartmental communications.
13. Perform other tasks and assume responsibilities as assigned by the Foodservices Manager, or designee.

QUALIFICATIONS:

1. High school diploma or GED.
2. Food handler's permit.
3. Coursework in nutrition and/or sanitation desirable.
4. Recognized industry certification desirable.

QUALIFICATIONS: (Continued)

5. Knowledge of principles and practices of food preparation, including ingredients, temperatures, and timing.
6. Knowledge of food handling and sanitation practices and procedures.
7. Basic math skills for increasing and decreasing portioned food amounts and for accounting.
8. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
 - a. Estimate product and supply flow;
 - b. Order food and supplies;
 - c. Work within strict timelines;
 - d. Work effectively as part of a team.
9. Has, in the judgment of the administration, demonstrated skills in:
 - a. Quantity food preparation and presentation;
 - b. Organization;
 - c. Training, coaching, monitoring, directing, and overseeing staff;
 - d. Working with a variety of adults and students.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

WORKING CONDITIONS:

Incumbents typically experience daily:

- standing for prolonged periods
- exertion from fatigue and concentration
- exposure to high noise levels
- precise control of fingers and hand movements
- lifting and/or carrying objects between 20-50 pounds
- crouching, crawling, bending or kneeling
- exposure to regular childhood diseases
- exposure to equipment with cutting, crushing, and burning potential
- exposure to extreme heat and to cleaning chemicals