

TITLE: Kitchen Supervisor

Date: September 1995

DEPARTMENT: Hannahville Indian School

Date Revised: November 20,2000

DIVISION: Kitchen

POSITION SUMMARY: Works under the general supervision of the principal and superintendent and indirectly for the school financial director.

SUPERVISION EXERCISED: Not at this time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establish monthly/daily menus LAW nutritional guidelines established by the State of Michigan and Indian Health Service, for the Hannahville Indian School/Nah Tah Wahsh P.S.A. and Keepers of Future Child care Center. Publishes menu on a monthly basis.

Directs the duties and responsibilities of all food service employees and establishes the individual work schedules. Arranges for substitutes when needed.

Maintains an inventory of all foods, supplies and kitchen equipment. Directs the storage and care of all inventoried items.

Makes application for government surplus commodities for school cafeteria use, and directs it use.

Plans and directs the preparation, distribution and serving of all foods in the cafeteria.

Participates in the cleaning of kitchen, serving, storage and dining areas.

Insures all equipment in the kitchen and cafeteria are in safe, working condition, and notifies the principal or financial director when repairs or replacements are needed.

Immediately reports any/all problems or accidents occurring the in the kitchen or cafeteria areas to the appropriate adrministration.

Prepares Purchases Requestion Forms for kitchen purchases.

PERIPHERAL DUTIES: Other related duties as assigned.

DESIRED QUALIFICATIONS:

Education: High school diploma or GED.

Experience: Previous experience in quantity food preparation, including baking necessary. Experience with the operation of commercial ovens, steam kettles, and fryers. **Skills and ability:** Maintain accurate records, ability to communicate clearly with food services staff, students and school employees. Demonstrates attributes of good personal hygiene.

TOOLS AND EQUIPMENT USED:

Telephone, computers, commercial ovens, steam kettles, fryers and various other commercial kitchen equipment.

WORK ENVIRONMENT: The work is carried out in a kitchen setting. The noise level may be loud, at times, there may be exposure to personal injury.

SELECTION GUIDELINES: Completed employment application and resume, if desired, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____
(Employee)

Date _____

Signature _____
(Supervisor)

Date _____

Signature _____
(Director)

Date _____