

Date: 8/2/19

Title of Job: Daytime Kitchen Manager

Company Name and Location: Shelterwood Academy, Independence

Part Time or Full Time: Full Time

Duties:

- ☑ Adheres to USDA guidelines.
- ☑ Responsible for monitoring and documentation all aspects of the DESI lunch program.
- ☑ Responsible for enforcing county and state health codes and safety regulations.

Kitchen Responsibilities

- ☑ Oversees daily food production including volume and products needed.
- ☑ Responsible for lunch preparation and cleaning checklists during the daytime shift.
- ☑ Responsible for overseeing all incoming food and supply orders.
- ☑ Responsible for developing dietary menu's, determining products per menu, listing recipes or direction for products for all prescribed dietary meals.

Risk Management

- ☑ Adheres to DESI, JACHO and Shelterwood's documentation, policies and procedures.
- ☑ Oversees Mentor and Student workers use of sharps, chemicals and keys.
- ☑ Completes Incident Report documentation within the required time frame and communicates to Food Services Director.

Supervision Responsibilities:

- ☑ Oversees daytime kitchen employees and their job responsibilities.
- ☑ Oversees student workers including documentation.

Skills Needed:

- ☑ Time management and organizational skills.
- ☑ Willingness to guide others in a team-oriented environment.
- ☑ Must be able to communicate clearly with Director and personnel.
- ☑ Culinary Requirements
- ☑ Experienced cook with well-developed palate.
- ☑ Experience with volume production of 'made from scratch' meals.



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☑ Experience cooking vegetarian and prescribed dietary meals.

Work Environment:

The job requires physical endurance as well as mental determination. Ideal candidate works well under pressure, in variable temperatures and level of noise.

Physical Demands:

Physical demands include lifting and carrying 50#, moving heavy trays of product, being on one's feet for long periods, loading and unloading heavy objects from hot ovens.

Job Hours:

Monday through Friday. 7:30am – 3:30pm

Must be available for two special event weekends per year.

Qualifications Needed:

- * 3 years professional experience in kitchen preparation and cooking.
- * 2 years professional kitchen management experience.
- * Culinary or related college degree

How to Apply:

Email resume to clangford@shelterwood.org

Salary: Dependent on experience

Company Website: www.shelterwood.org