

## KITCHEN MANAGER

GRADE 22

FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK:**

Performs intermediate semiskilled work supervising and participating in the preparation and service of meals and maintaining the kitchen in the adult detention center; does related work as required. Work is performed under regular supervision. Supervision is exercised over inmates assigned to kitchen detail.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, developing and coordinating the food service program; preparing and serving meals; cleaning utensils and kitchen; ordering food; maintaining records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans balanced meals based on daily food guides; provides daily menu and production sheets; determines quantities of foods to be prepared; monitors count for each cell block; supervises and participates in preparing and cooking food; takes and records temperature of food; portions food and serves or packs to be taken by work release inmates.
- Orders food and supplies; purchases fresh vegetables and fruit; verifies receipt of supplies ordered; maintains inventory of all kitchen and food supplies; ensures stored foods are rotated.
- Oversees the work of kitchen trustees; instructs, trains and supervises cooks in food preparation and procedures, safety measures, and sanitary methods.
- Inspects and cleans kitchen and storage area to ensure that proper sanitation standards are maintained.
- Maintains equipment inventories; requests routine maintenance on equipment and appliances; maintains inventory and control of knife box.
- Monitors and maintains proper temperature in freezer and refrigerator.
- Maintains proper knowledge of safe food handling; maintains proper sanitary standards.
- Washes dishes and cleans equipment.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of materials and methods used in preparing meats, breads and other foods on a large scale and of the use and care of utensils and equipment; thorough knowledge of food values and nutrition; skill in cutting and carving meat; ability to establish and follow detailed work processes to ensure meal schedules are met; ability to establish and maintain effective working relationships with inmates and associates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education equivalent to graduation from high school and considerable experience with cooking foods in large quantities.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, noise, and hazards. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

### **SPECIAL REQUIREMENTS:**

Possession of or ability to obtain food service certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.