

## Kitchen Manager

The Kitchen Manager oversees the food service program for the student body, ensuring compliance with all applicable Southeastern Idaho Public Health food program policies and procedures. Including (but not limited to) proper food service/preparation and storage. The Kitchen Manager will work with the school Principal to ensure nutritionally balanced meals are provided for the student body, including but not limited to Preschool through the 8<sup>th</sup> grade. The Kitchen Manager maintains documentation and record keeping of all food service-related activities.

The Kitchen Manager cooks the daily meal. This includes (but is not limited to) preparing food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, or breading. Weighs, measures, and assembles ingredients and mixes ingredients according to recipes; covers, dates and stores leftovers according to established procedures. Can operate a variety of kitchen equipment using gas, electricity, steam or microwave heat sources. Will follow established sanitation procedures when handling food. Has the ability to establish that foods are stored at the correct temperatures to prevent bacterial growth. Clean and sanitize kitchen area daily.

Responsibilities also include supervision and training of staff and volunteers to follow Southeastern Idaho Public Health guidelines, and directing completion of tasks in a timely, efficient, and safe manner.

The Kitchen Manager is responsible for monthly menu planning, ordering supplies and equipment, receiving and properly rotating supplies.

The Kitchen Manager is responsible for verifying correctness of receipts received from food/supply deliveries, then forwards them to school office.

This is a .75 position which will average 30 hours a week for the 2020-2021 school year. The position is immediately available. Please submit a letter of interest and a completed [diocesan application](#) to Karianne Earnest at [earnestka@hscsidaho.org](mailto:earnestka@hscsidaho.org)