



**District Office**  
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<b>TITLE:</b> Elementary Kitchen Manager	<b>FLSA:</b> Non-Exempt
<b>REPORTS TO:</b> Food Service Director	<b>POSTED:</b> June 12, 2025
<b>SALARY:</b> Commensurate with contract; \$17.41 per hour starting with the new school year.	<b>NUMBER OF DAYS:</b> School year position <b>NUMBER OF HOURS:</b> Typically 7.0 hrs/day
<b>LOCATION:</b> Riley Elementary School	

### **POSITION SUMMARY**

Under the direction of the Food Service Director, this position supervises the food service program at Riley Elementary School Cafeteria. Duties include supervision of the elementary kitchen assistant. The Kitchen Head must follow and maintain appropriate standards of nutrition, safety and sanitation regulations and provide students with a healthy, high quality nutrition lunch following the school meal guidelines from the USDA and MDE meal program.

### **DUTIES AND RESPONSIBILITIES**

*These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

- Implements the menu in accordance with St. Johns Public School policies, procedures, and established practices; budget requirement.
- Assist the director with menu planning.
- Orders food, supplies, and equipment necessary for complete, safe, and sanitary preparation of meals; check incoming groceries for appropriate quantity and quality, and monitor storage activity to assure proper inventory practice.
- Assist in establishing work schedules for Riley Elementary food service employees, making changes as staffing needs or special events dictate. Assign duties to employees and monitor kitchen activities. Prioritize tasks in daily meal preparation. Takes part in meal preparation and cleanup and other operational duties as needed.
- Make and understand accommodations for students with special dietary needs.
- Keep an up-to-date inventory of all cooking supplies within the kitchen and store room.
- Maintains all records for accountability of funds. Reports include end of day operating reports, cash receipts, deposits, prepayment balance sheets, etc.
- Forecasts and prepares production records for breakfast and lunch based on a pre-approved menu.
- Turn in all weekly/monthly documentation on time.
- Keeps paper timesheets accurate and current, signs and approves weekly payroll by designated deadlines.

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- Maintain proper maintenance and cleanliness throughout the kitchen and storeroom including all equipment.
- Check all kitchen equipment regularly, including the temperatures of all cooling equipment.
- Understand and be able to use POS system.
- Organizing setup and prep for catering events held at Riley Elementary School.
- Monitors individual performance on a daily basis, documenting improvements needed or outstanding contributions. Provides immediate suggestions for improvement and longer-term evaluations of performance. Assists in revising job descriptions. Follow and direct staff with HACCP and SOP procedures
- Follows all safety procedures, promotes safety awareness, completes, and submits all paperwork for job-related accidents in a timely manner.
- Perform all other duties as directed by the Food Service Director and/or the Building Principal or their designee.

## **RECOMMENDED EMPLOYMENT QUALIFICATIONS**

### **EDUCATION:**

- High school diploma or general education degree (GED)
- Statewide Training Classes (Basics, Safety and Sanitation, Food Managers Training, Allergen Essentials, Civil Rights, Offer vs Serve) - will be required

### **EXPERIENCE:**

- Previous experience in food service required
- Previous experience working with students - *preferred*
- Cashier/IC software experience - *preferred*

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Food Managers or ServSafe Certificate, or be willing to complete certification upon employment.
- Allergen Awareness

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

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Assure adherence with established Federal, State, and local guidelines and regulations in preparing, serving, counting, and claiming meals.
- Regularly lift and position materials weighing up to 50 pounds.
- Practices approved standards of customer service.
- Ability to maintain a positive attitude toward co-workers and staff.
- Ability to work without direct supervision.
- Basic level of computer skills and be able to successfully use Meal Magic Food Service computer applications.
- Be able to do recipe conversions, portion control standards and food presentation skills.
- Must be able to maintain confidentiality.
- Incumbent must maintain Food Service Manager Certification at all times.
- Incumbent must maintain Professional Standards minimum continued education hours.

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**QUALIFICATION REQUIREMENTS:**

- Willing to work as a team member
- Regularly lift and position materials weighing up to 50 pounds
- Practices approved standards of customer service
- Ability to maintain a positive attitude toward co-workers and staff
- Ability to work without direct supervision
- Basic computer skills
- Recipe conversions, portion control standards and food presentation skills
- Must be able to maintain confidentiality
- Completion of Sanitation and Safety Class

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist. The employee is frequently required to reach with hands and arms and repeat the same hand/arm/finger motion many times as she/he is serving customers. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee may be required to leave the building.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies.

If interested in this position, please apply through [FastTrack](#). A completed online application is required for all applicants.

Position will be posted until June 30, 2025, or until filled.

*It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.*

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