

FLSA Status: Non-Exempt, Full-time
Prepared By: Jessica Nolte
Job Title: Kitchen Lead
Reports To: Director of Finance & Operations
Prepared Date: 6/9/2022; 5/10/2023

Summary:

The Kitchen Lead is a full-time staff member of Positive Tomorrows. As Kitchen Lead, the staff member is responsible for the preparation, cooking, and serving of school meals including breakfast, lunch, and snack, while following nutrition guidelines. The Kitchen Lead will provide a safe and calm cafeteria environment. Work hours are 8 hours daily.

Essential Duties and Responsibilities:

- Earns and maintains current and valid ServSafe Manager certificate within 3 months of start date.
- Prepare menus and purchase food and supplies accordingly within a budget.
- Receives, unpacks and organizes food orders while labeling with date received.
- Prepare breakfast, lunch, and snack daily according to nutritional guidelines.
- Check and record temperatures of hot foods, as well as, freezer/refrigerator temperatures.
- Work effectively with food supplier vendors.
- Determines the quantities of each food to be prepared daily according to the anticipated number of children in attendance.
- Oversees and works collaboratively with kitchen assistant and other staff.
- Oversees and instructs kitchen volunteers.
- Maintains a clean and orderly kitchen with the highest standards of safety and cleanliness per Oklahoma State Dept of Health.
- Reports any child accident occurring in the cafeteria immediately to the Director of Education.
- Plans ahead for food and staff coverage during times of absence.
- Creates and maintains atmosphere of safety for self and others, including staff, volunteers, and students.
- Ensures daily meal counts are recorded.
- Keeps kitchen pantry, refrigerator, and freezer clean and organized; kitchen laundry duty as needed.
- Prepares food and supply invoices for payment in a timely manner.
- Other duties as assigned by the Director of Finance & Operations

Knowledge, Skills and Abilities:

- Knowledge of school nutritional guidelines.
- Proficiency in the preparation of large quantities of food.
- Willingness to be open to learning and growing.

- Must be consistent, friendly, fun, enthusiastic, knowledgeable, caring, and mission-driven.
- Attends work on time with satisfactory regularity.
- Ability to perform basic computer operations and have knowledge of Microsoft Outlook.

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Possesses good written and oral communication skills.
- Flexible, well organized and able to deal with frequent changes.
- Able to reorder priorities in response to needs or unexpected obstacles.
- Takes initiative.
- Collaborative, open and inclusive.
- Able to establish and maintain effective internal and external working relationships.
- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Think critically and analyze situations. Able to deal with behavior problems and safety issues effectively and appropriately.
- Able to analyze effectiveness of efforts, gathers and processes relevant information, makes recommendations and/or resolve the problem.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Customer Service - Meets commitments. Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.

- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Uses equipment and materials properly. Cares for self and others.

Qualifications:

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** High school diploma or G.E.D. and two years of work experience.
- **Language Ability:** Ability to effectively communicate and respond to managers, clients, customers, and the general public.
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Outlook and basic computer operations.

Supervisory Responsibilities: Shares in supervision of kitchen assistant and volunteers.

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 is usually moderate.

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.

- Must have vision and auditory abilities to operate a personal computer.
- Must have reliable transportation.
- Must be able to lift up to 35 pounds.
- Must be comfortable bending, kneeling, pushing/pulling, stooping.
- Must be comfortable using commercial grade cleaning products.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____