

## Position of Kitchen Director

### **General Description:**

The Kitchen Director will be responsible for the general supervision, management, and operation of the hot lunch program of Grace Lutheran School. Additionally, the Kitchen Director shall oversee all use of the kitchen of the multipurpose facility, seeing that proper cleaning and care of the kitchen area is addressed after use by all groups of the church & school. The Kitchen Director will represent the school ministry through a Christian lifestyle, a respect for confidentiality, and a devotion to the goals and objectives of Grace Lutheran Church and School.

### **Qualifications:**

*Personal- The Kitchen Director shall:*

1. Reflect and commit to the school's Mission and Philosophy, its Statement of Faith and the overall ministry and well being of Grace Lutheran Church and School.
2. Be a member in good standing at Grace Lutheran Church, another Lutheran Church, or another Trinitarian Christ-centered (John 14:6) Christian Church which teaches we have salvation by the grace of God alone (Eph 2:8-10).
3. Present a pleasant, friendly, and open mannerism, relating well to both children and adults.
4. Be sensitive to the needs of others, care about the feelings of others, and be tactful and courteous, showing respect for others at all times.
5. Be an effective communicator.
6. Demonstrate organizational skill.
7. Show an ability to take initiative in completing necessary tasks.
8. Practice neat and clean patterns of hygiene and dress.

*Professional- The Kitchen Director shall:*

1. Enjoy food preparation and be willing to learn and apply the regulations and procedures of both the local Department of Environmental Resources and the State of California's Food Safety Certification.
2. Be knowledgeable of quantity cooking and baking, safe food handling, and serving lunches.
3. Ably compose routine correspondence.
4. Be knowledgeable of accounting procedures; be able to perform mathematical operations with speed and accuracy.
5. Ably use a Macintosh computer system for record keeping, accounting, email and Internet use, including the basic use of the following program: Microsoft Word & Excel, and Quickbooks (or Quicken).
6. Understand the proper use and general maintenance of professional kitchen appliances.
7. Work diligently without immediate supervision.
8. Follow directions; be self-reliant and have strong problem solving skills.
9. Use time efficiently; be able to organize work efficiently and systematically and establish routines where appropriate.
10. Work well under pressure.
11. Be of good general health, in order to maintain regular attendance.
12. Be able to pass a background check, having no criminal record.

The School Administrator may add other qualifications at any time.

**Responsible to:**

The Kitchen Director is responsible to the School Administrator. The Kitchen Director is also responsible to the Business Administrator concerning areas of kitchen care outside of the school food program.

**Supervises:**

The Kitchen Director is responsible for supervising all Kitchen staff, as well as use of the kitchen by all entities of Grace Lutheran as well as outside rentals.

**Kitchen Director Responsibilities:****In Spiritual matters, as the Kitchen Director I will:**

1. Continue to develop a personal relationship with Jesus Christ through prayer and regular enrichment in the Word of God. Regular enrichment is demonstrated through activities such as group Bible study and regular Bible devotions, for example.
2. Exemplify the Christian faith and life, serving as a role model (1 Timothy 4:12) both in and out of school to students and as an example to parents, fellow staff members, members of the congregation and to the community-at-large in judgment, respect, and Christian living.
3. Function in an atmosphere of love and order characteristic of the Body of Christ at work.
4. Give support with time, talent and treasure to all ministries of the Church.
5. Exemplify Christian discipleship and witness and live in Christian unity with members of the congregation and school.
6. Associate closely with God through regular communion and church attendance and actively participate in congregational activities.
7. Clearly articulate the purpose of Grace Lutheran School.
8. Follow the spirit of Matthew 5 and 18 to resolve differences with parents, colleagues and members of the congregation.
9. Support Grace's parish ministry, exhibiting interest in the total ministry of the congregation.

**In Professional matters, as the Kitchen Director I will:*****(Hot Lunch Food Service)***

1. Assure that the operation of the kitchen meets the standards of the local Departmental of Environmental Resources.
2. Comply with standards of practice in line with what is required of California public elementary schools, except when given specific approval otherwise by the Administrative Assistant.
3. Demonstrate enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
4. Oversee daily operations of the kitchen.
5. Prepare and serve food according to required quality standards.
6. Serve meals to students and staff in a friendly, timely manner.
7. Supervise and manage the daily set up and cleaning of tableware, utensils, equipment, and appliances. Kitchen staff members are responsible for the cleaning of all areas of the kitchen. The custodians will only dispose of the trash.
8. Understand proper use of all kitchen appliances, and ensure appropriate training for all others who will be using the kitchen appliances.
9. Keep overall kitchen, refrigerator, freezer, and food and supply storage areas neat and organized.
10. Clean and clear student cafeteria area promptly after the completion of school lunch each day.
11. Meet everyday stress with emotional stability, objectivity, and optimism, looking for the good in all situations.

12. Know emergency procedures and execute such procedures when needed.
13. Effectively communicate thoughts and feelings while listening to others in an open manner.
14. Recognize the need for confidentiality with regard to any information or observations that he/she is privy to as a result of daily association with students and staff of Grace Lutheran.
15. Establish and maintain positive, loving, respectful, mutual relationships with others, following the example of Jesus Christ.
16. Show respect and be loyal to all people of authority as defined in the Grace Lutheran Church and School constitution.
17. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.

***(Related Administrative Duties)***

1. Plan menus to meet recognized state and federal nutrition standards.
2. Effectively estimate food quantities needed.
3. Order food and supplies as needed.
4. Compare prices of vendors, seeking to avoid unnecessary expenses.
5. Receive and stock food and supplies.
6. Keep necessary records and an up-to-date food inventory.
7. Be responsible for making sure that the kitchen is fully staffed each school day and make the Administrative Assistant aware of any absences and substitutions.
8. Direct and supervise other kitchen staff and perform an annual evaluation of each person on the kitchen staff.
9. Communicate in an ongoing manner with office staff concerning kitchen financial matters, including actual hot lunch billing and supply orders.
10. Make recommendations to the Administrative Assistant regarding lunch prices for the following school year in January of each year. Make formal recommendations regarding equipment and furniture purchases for the following school year to the Administrative Assistant in March of each year.

***(Overall Kitchen Direction)***

1. Cooperate fully with governing boards and staff of Grace Lutheran Church and School.
2. Ensure that the kitchen is prepared for scheduled use for other ministry activities of Grace Lutheran Church and School.
3. Inspect the kitchen facilities after use by various Grace Lutheran groups, cleaning and storing equipment and supplies as still required. It is expected that groups will take care of this themselves, but the Kitchen Director has the responsibility of ensuring everything has been done properly.
4. Inspect the kitchen facilities after rental use by outside organizations, cleaning and storing equipment and supplies as still required. The Kitchen Director will document any missing or damaged appliances, equipment, or supplies and immediately report such items to the Administrative Assistant, who will relate the information to the Director of the Board of Church Properties.
5. Remain objective when solving problems, looking for multiple solutions, believing problems can be constructively managed and soliciting input from all affected when problem-solving.
6. Be available to assist and/or serve at other church and school functions as scheduled in advance.

The School Administrator may add additional duties at any time.