



**Position: Kitchen Manager**

**Supervisor: Center Director**

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The Kitchen Manager is responsible for a variety of daily operational activities Hometown Child Care, which include facilitating the set-up and clean-up of snacks and meals for children at the center, as well as varied cleaning activities throughout the day. This position is responsible for developing the food menu in accordance with nutritional guidelines as outlined by State Regulations.

The kitchen Manager helps to deliver prepared meals to the classroom ready for family style meal service and suitable for the children's age and development. As well as maintains the kitchen and stocks the kitchen and classroom with paper goods/supplies.

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## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

### *Food Preparation and Serving*

- Facilitating the set-up and clean-up of snacks and meals for children at the center
- Varied cleaning activities throughout the day
- All meals are prepared onsite and served in a family style fashion to enhance the eating experience of the children
- Conducts and oversees the preparation of foods in accordance with the Illinois Food Service Industry
- Helps to maintain established standards of sanitation, safety and food preparation and storage as set by the local and state health departments
- Helps deliver food from the kitchen to the classrooms ready to be served as suitable for the children's age and development

### *Disposal and Food Storage*

- Storing food and supplies in appropriate areas; food closet, cabinets
- Store and wrap any leftover food in designated containers for potential supplementing needs during the week.
- Dispose of any leftover food that is not used within 2 days.

## Cleaning

- Make sure the school entrance is Tour Ready; sweep or vacuum floors/mats to remove debris on a daily basis or as needed
- Washing dishes
- Cleaning refrigerators, serving utensils, bins, cupboards and other kitchen equipment and utensils
- Sweeping and mopping kitchen floors
- Clean kitchen and dining areas thoroughly, including sanitizing equipment and furniture
- Refill chemical spray bottles for kitchen, bathrooms, and classrooms

## Classroom Duties

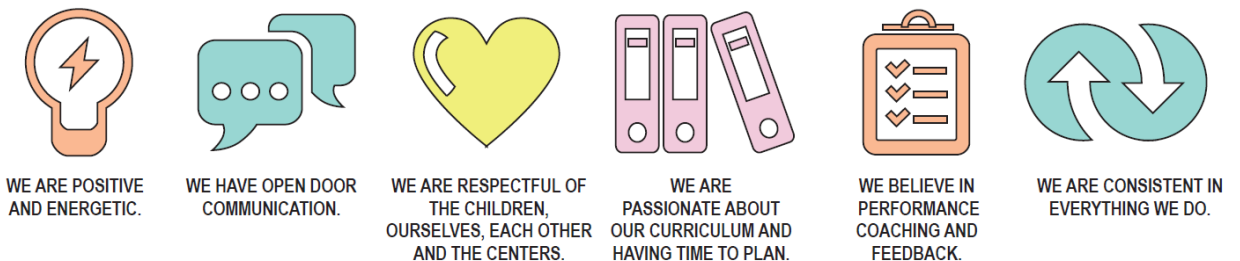
- Cleaning classroom doors and entrance windows and handles at least 1x per day
- Collecting leftover food and supplies after meals and snacks
- Stock Kitchen and Classrooms with paper goods and supplies

## Personal Appearance and Hygiene

- Always dresses appropriately for the job
- Personal care complies with organization standards
- Makes a good first impression with outsiders

## Leadership

- Ensures the company core values are upheld and aligns everything with them:



- Performs in alignment and upholds the company's internal culture vision of: *Live and work with purpose and passion. Build a joyful community together where each of us matters. Always deliver our very best.*

## ESSENTIAL QUALIFICATIONS

### *Qualifications and Education*

- Maintains current Food Handler License
- Knowledge of CACFP requirements also desirable.
- Knowledge of the challenges and strengths of low-income families.
- Experience in child food service preparation and management desirable.
- Demonstrated skills in preparing the children's food in a nutritious, good tasting and appealing manner.
- Expected to maintain kitchen approved in accordance with the Illinois Department of Public Health's Food Service Sanitation Code (77 Ill. Adm. Code 750)
- Must possess personal qualifications as required in Section 407.100 of the Illinois Licensing Standards for Day Care Centers, including: emotional maturity, willingness to cooperate with the aims of Head Start, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities

### *Physical Requirements*

- Ability to pass a physical exam every two years;
- Position needs to be made known to the examining physician, and shall comply with the current rules and regulations of the Illinois Department of Public Health pertaining to Food Service Sanitation (77 Ill. Adm. Code 750).
- Ability to pass a TB test yearly;
- Ability to comply with background check, including fingerprints, as required by the agency and/or Illinois Licensing Agency.
- Ability to perform physical labor such as but not limited to: repeated lifting (up to 40 pounds), bending and squatting;
- Ability to spend long periods of time standing, sitting, or walking.

### *Additional Duties*

- All Illinois Licensing Standards for Day Care Centers must be complied with and enforced regarding kitchen upkeep and safe serving of food;
- Uphold Hometown Child Care core values;
- Successful experience working as an effective member of a team;
- Ability to present a positive image of the organization to members of the community;
- Must be free of communicable diseases and breathing impairments;
- Manual dexterity sufficient to: use kitchen utensils and equipment, wash dishes, and perform cleaning responsibilities;
- Must have effective organizational, problem solving, and time management skills;
- Experience successfully working with a culturally diverse staff & clients desirable;

- Menus shall be available for review. If substitutions are made for any food item, menus shall be corrected to reflect meals as served. Substitutions shall be nutritionally equal to the food items being replaced. Corrected menus shall be on file and available for review for one year after the meals were served;
- Menus shall be posted in the kitchen, the classroom or other area accessible to parents, and made available to parents upon request;
- Participates in all emergency drills and environmental safety activities;
- Reports accidents as soon as possible;
- Performs other duties, as assigned;
- Work with owner/administrator to help sell the value of the nutrition program to prospective and current families;
- Work cooperatively with Center Director and other staff members;
- Participate in annual training as required by Licensing in kitchen sanitation and food handling procedures.

**AGREEMENT**

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

I have read and understand this job description:

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_