

RANGELEY LAKES REGIONAL SCHOOL

TITLE: Kitchen Supervisor

QUALIFICATIONS: Demonstrated aptitude for successful performance of the responsibilities listed.

REPORTS TO: 6-12 Principal

JOB GOAL: To oversee the entire operations of food services. To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

RESPONSIBILITIES:

1. Maintains high safety and cleanliness standards in accordance with the regulations of the State of Maine Bureau of Health.
2. Maintains the Rangeley School Nutrition Program in accordance with the regulations and policies of the School Nutrition Program of the Maine Department of Education and the Rangeley School Board.
3. Acquires knowledge of proper nutritional food content.
4. Prepares food according to a planned menu and tested uniform recipes and determines if the finished product is the best quality both in flavor and appearance before it is served.
5. Cost effectively orders all necessary supplies from private vendors and the United States Donated Commodities Program and checks the shipments as they arrive at the school.
6. Oversees the storeroom and maintains an accurate monthly inventory.
7. Reports any problem or accident to the Superintendent's Office immediately.
8. Serves students/adults in a friendly, professional and efficient manner.
9. Supervises the Kitchen Assistant.
10. Any other tasks assigned by the Administration

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 duties of this job, the employee is frequently required to talk and continuously required to stand.
- The employee with frequently bend or twist at the neck and trunk while performing the duties of this job.
- The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.
- The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned foods, etc.
- Specific vision abilities required by this job include close vision, depth perception, peripheral vision and color vision.
- While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and occasionally walk on slippery surfaces.
- The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.

- The noise level in the work environment is frequently loud to where you have to raise ones voice to be heard.
- The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

WORK YEAR: School year plus one week.

EVALUATION: Performance of this job will be evaluated periodically by Administration.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at the present time in the future.

Adopted: 7.8.1992

Revised: 2.14.1995

Revised: 6.2.2021

Reviewed: 11.7.2022