

# CLINTON COUNTY CAP JOB DESCRIPTION

## Kitchen Manager

### **MISSION:**

The purpose of Clinton County Community Action Program, Inc. is to provide services to its clients to work toward self-sufficiency, while expanding resources to improve the lives of residents in the communities they serve.

### **Work Schedule:**

M-TH 7-3:30 and Friday 9-1:00 Full Time (36 hours,) full-year. Some flexibility may be required with after-hours activities.

### **Objective:**

To manage all aspects of the kitchen in compliance with all applicable rules, regulations, policies, procedures, and best practices in nutrition for seniors and children.

### **Responsibilities:**

1. Plan, prepare, and serve the prepared menu in the prescribed manner and as scheduled for children and seniors.
2. Work with supervisors to prepare and update menus.
3. Work cooperatively with all staff.
4. Completes, accurately and timely, all paperwork.
5. Assures the successful day-to-day operation of the kitchens.
6. Follows guidance to make kitchen purchases and keeps accurate records.
7. Completes weekly food orders.
8. Unload truck, put away food rotating food stock, oldest products utilized first.
9. Maintain inventory of all food and paper products for multiple kitchens.
10. Complete all tasks in a manner consistent with the regulations, rules, policies, practices, and instructions.
11. Maintains a clean kitchen per Health Department and USDA guidelines.
12. Seeks support from supervisor as needed.
13. Completes additional tasks as needed and/or as instructed.
14. Obtain and maintain SERV Safe Manager Certification
15. Observe and follow all Health Department and USDA rules concerning sanitary food service.
16. Assures the classroom implementation and/or modifications for children's needed health, and nutrition services per Medical Care Plans.
17. Transports food to other sites as needed.
18. Ability to work independently – self motivated, diligent
19. All other duties as assigned.

**Supervision:** The kitchen manager reports to the Health/Disabilities/Nutrition Manager and Housing Finance Manager

### **Qualifications:**

- GED or High School Diploma
- Completion of SERV Safe Manager within 90-day probationary period
- 18 years of age or older
- U.S. citizen or legally able to work in the US.

- Completes background checks.
- Completes the employee medical examination.
- Insurable for driving
- Lifts and carries food and related items as needed.
- Must have all required vaccinations.

To apply, please email Kristal Stanley at [kristalstanley@clintoncap.org](mailto:kristalstanley@clintoncap.org).

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**

Clinton County Community Action is an equal opportunity employer committed to creating a diverse and healthy workplace.

**Job Description Acknowledgement Form**

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date