



Phoenix School of Roseburg

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Culinary Supervisor & Kitchen Manager

Summary:

Phoenix School is recruiting a Culinary Supervisor & Kitchen Manager to work as part of our food services team under the supervision of the Food Services Manager and Chief Operations Officer. This position administers the food preparation in a school kitchen in a sanitary and orderly manner and does the related work as required. The site has the independent production and service of food at a single site serving up to 300 meals per day. The complexity of the work may not be limited to the application of readily understood rules, regulations and procedures. Application of independent judgement is required on standard work procedures. Responsibilities include regular contact with students, staff, and the public.

<i>Opening:</i>	2017-2018 School Year
<i>Application Period:</i>	Accepting applications until filled
<i>Assignment:</i>	Part-time (30 hours/week) following a 175 student days + 12 in-service/planning days (187 day) contract following the school calendar.
<i>Wage:</i>	\$11.15 to \$15.25 (DOE)
<i>Benefits:</i>	20 Hours Sick Leave Annually Life Insurance Coverage

Position Requirements:

- Current Oregon Food Handlers card is required or must be obtained within 15 days.
- Completion of *Safe Schools* and *National School Lunch Program* trainings (available on-site).
- Must have a desire to work with high school students in a professional manner and demeanor.
- Ability to work independently at times and show initiative on team projects.
- Ability to successfully pass a drug test (random or otherwise).
- Ability to work within a school, with youth, and as a team member.
- Perform in a professional manner while working with partnering organizations.
- Ability to communicate in non-technical terms with a diverse population of staff and students.
- Regular and reliable attendance.
- Ability to demonstrate an understanding and importance of customer service.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent.
- Must successfully pass a criminal history background check and fingerprint screening.
- A valid driver's license, clean driving record and ability to provide documentation.
- 21 years of age or older to meet driving insurance requirement.

Preferred Qualifications:

- Documented experience in quantity food preparation, kitchen maintenance, and food service supervision.
- Prior experience working within a USDA National School Lunch Program and School Breakfast Program.
- Possessing a degree from an accredited college, university, or related trade school.
- Excellent written and oral communication skills.

Duties & Responsibilities:

- Supervise and train youth personnel (high-school students and paid youth interns) in food production and service.
- Work alongside and train *Easter Seals Volunteer Trainees* in food production and service.
- Basic safety and sanitation procedures or requirements.
- Effectively organize the workflow independently with minimal supervision.
- Efficient food production, transporting and serving techniques.
- Operate to meet quality product standards concerning service and sanitation control.
- Principles and procedures of food handling and storage.
- Operation, cleaning and caring for utensils and institutional food service equipment.
- Complete routine addition, subtraction, multiplication, division and percentages and fraction computations with ease and accuracy.
- Weighing and measuring of ingredients for preparing food in large quantities.
- Operate all types of food service equipment, including but not limited to: gas convection ovens, gas stoves, deep fryers, meat slicers, proofers, and mixers.
- Demonstrate initiative and innovation in the application of food services policies and procedures.
- Prepare a quality product in large quantity in an efficient and orderly manner.
- Adjust recipes to meet needs and maintain correct portion control.
- Ensures the proficient and timely preparation and distribution of daily meal components.
- Visiting and procuring product from the Regional Food Bank.

Marginal Duties and Responsibilities:

- Performs cleaning and dishwashing and other limited skilled duties in a kitchen.
- May be responsible for preparing either baked products, main entree or other food items as assigned.
- Assists in setting up the line and serving food. May be responsible for evaluating meals at point of service, collecting meal cards or recording meals on a meal-counting computer.
- May be responsible for cleaning any of the equipment (hoods, ovens, deep fat fryers, etc.) used in the preparation and service of the meals.
- Assists in the general cleaning of the kitchen.
- Assumes charge of the lunchroom and kitchen in the absence of manager, as designated by the supervisor.
- May transport food or assume duties of a higher classification on a temporary basis.
- Assists in the serving, evaluation of trays at point of service, the collection of meal cards or the operation of a meal-counting computer.
- Attends staff meetings and/or in-service trainings as needed.
- Fulfills other related duties as assigned by supervisor.

Physical Requirements:

The physical demands describer 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 functions, duties, and responsibilities of this job.

- Vision abilities: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly required to sit for 1-3 hours; stand/walk/move around for 6-8 hours; drive 1-3 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools or controls.
- Regularly lift, move or carry up to 25 pounds; occasionally lift, move or carry up to 50 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with the hands and arms, stoop, and/or bend.

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 could be low to moderate. Employees are working in hot environment with kitchen equipment, hot water, steam, and heated cooking equipment. The employee's work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building and drive from community sites.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Phoenix School of Roseburg may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

Application Process:

Apply on-line through <https://roseburg.cloud.talentedk12.com/hire/index.aspx>

1. A scheduled visitation is encouraged!
2. The school will provide timely notification to candidates whether they are selected for an interview.
3. After an initial round of applicants are interviewed, the position will be offered or remain open until filled.

We look forward to your application and thank you, in advance, for your interest in Phoenix School of Roseburg.