Qualifications

Two year degree in culinary arts, dietetics or a related field or two years of college course work in nutrition or a related field and two years of experience in the supervision of food preparation in a school cafeteria, restaurant or other food service environment or high school diploma or G.E.D and four years of experience in the supervision of food preparation in a school cafeteria, restaurant or other food service environment. A Minnesota Department of Health Food Manager's Certification will be required within three months of appointment.

Responsibilities

The listed examples may not include all the duties performed by all positions in this class:

- Directs and supervises the work of many employees in multiple locations.
- Coordinates the preparation and serving of a wide variety of school lunch and breakfast items to meet the various dietary needs and preferences of many customers; works with kitchen staff on the preparation and serving activities as necessary.
- Ensures that food is prepared as required; checks the quality, tastefulness, neatness, arrangement and portion size of foods served; sets up food counters in an attractive and sanitary manner.
- Orders food supplies from many vendors and the production kitchen.
- Inspects merchandise received and ensures that quantities received are as ordered.
- Responds to routine catering requests; ensures that orders are filled accurately and in a timely manner.
- Prepares bank deposits and related reports. Acts as cashier when necessary.
- Ensures the cleanliness and sanitation of the kitchen equipment and personnel.
- Operates kitchen equipment as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of food safety as it relates to food preparation and storage.
- Working knowledge of the basics of nutrition and the nutritional impact of food storage and preparation.
- Working ability to prepare foods for serving.
- Working ability to use institutional kitchen equipment and to maintain it in a clean and sanitary condition.
- Considerable ability to handle sales and to prepare daily cash and other reports as required.
- Working ability to coordinate multiple tasks under tight time limits.
- Working ability to make arithmetic computations.
- Working ability to deal firmly and courteously with cafeteria patrons.
- Working ability to plan, direct and evaluate the work of others.

How To Apply
To be considered further, please apply for this position and attach a resume and cover letter to your online application.

The Human Resource Department will review your application materials and contact you regarding the next steps.

To attach additional documents to your online application, click on the "Additional Attachments" link from the applicant homepage and upload your documents as attachments. Valid file extensions for attaching a document include .doc, .txt, .rtf, and .pdf.

**General Information**

**General Statement of Duties**

Performs supervisory work involving responsibility for ordering, receiving, preparing and serving food in a large size school nutrition services kitchen; directing the operation and personnel in a manner which ensures that wholesome, appetizing, and appealing products are presented at all times; and performs related duties as assigned.

**Supervision Received**

Works under the direction of a Nutrition Services Coordinator.

**Supervision Exercised**

Exercises direct technical and administrative supervision over many Nutrition Services Assistants and/or Nutrition Services Helpers.

**Essential Functions**

_Essential functions are job duties that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation through the Americans with Disability Act (ADA) and the Americans with Disability Amendments Act (ADAAA). The essential functions are typical duties as outlined under Responsibilities._

*Regular and reliable attendance.*

*May be exposed to various cleaning products.*

**Equal Employment Opportunity**

Saint Paul Public Schools is an equal opportunity employer and supports an inclusive workplace environment.

**Equity Statement**

SPPS is committed to an equitable workforce where all employees represent this commitment through equitable practices in their job position.

**Pay, Benefits, & Work Schedule**

This is a 10 month position working 40 hours per week.

Salary and benefits are in accordance with the Nutriton Services negotiated labor agreement. The labor agreement and salary schedule can be found at [https://www.spps.org/Page/33566](https://www.spps.org/Page/33566). The minimum rate of pay for this
position is $25.71 per hour.

**Other Information**

Transcript - Unofficial transcripts are accepted at the time of hire. You must submit official transcripts within 30 days of your start date. Formal credential evaluation is required for post-secondary education completed outside of the United States.

Veteran's Preference - If you are an eligible veteran applying for a job where veteran's preference applies and wish to claim Veterans Preference you must submit a legible copy of your DD214 to the Human Resource Department with your employment application. If your claim is approved, five or ten additional points will be added to your final passing score.

Criminal Background Investigation and Reference Checks - Reference checks and a criminal background investigation will be completed as a condition of hire for all new employees and for former employees who have not been employed by the District for more than six months.