



Main Office  
405 N. Elm Street, Lumberton, NC 28358  
910.277.3500 [scapnc.org](http://scapnc.org)

<b>Title:</b>	Kitchen Manager
<b>Status:</b>	Non - Exempt
<b>Terms:</b>	Permanent Full Time
<b>Location:</b>	Maxton Head Start Center
<b>Reports To:</b>	Center Manager
<b>Job Summary:</b>	<p>Responsible for ensuring that established agency policies and procedures are strictly complied with. Prepares, cooks and serves attractive, well balanced meals according to the approved menu. Keeps current and accurate records. Implements nutrition activities in the daily lesson plan. Complies with all sanitary standards and day care licensing regulations. Any other duties as assigned.</p>

#### **Essential Duties and Responsibilities:**

- Planning and implementing the food service program.
- Works with center staff in ensuring that the facility meets the requirements of local, state and federal licensing and sanitation requirements.
- Conducts nutrition education workshops for parents.
- Oversees proper storage of food supplies and paper goods.
- Maintains commercial foods, storage areas, kitchen floors and trash containers in a highly sanitary and clean condition.
- Keeps kitchen (walls, windows, curtains), utensils, appliances, vented hood and equipment in a high state of cleanliness.
- Maintains accurate and daily records pertaining to the Food Service Program (CACFP).
- Submits monthly reports in a timely and orderly manner.
- Receives and inspects the monthly food supply upon delivery.
- Contacts and orders products.

- Maintains a workable thermometer in the refrigerator and freezer and completes applicable records.
- Completes and submits request of food items and kitchen supplies as needed.
- Reports all needed repairs to the Center Manager.
- Ensures that the cleaning supplies are stored in a locked cabinet.
- Accepts other assignments incidental to and necessary for the efficient and effective operation of the Head Start Program.
- Adheres to strict Policy of Confidentiality as it relates to children, families and staff.

**Education Requirements:**

- High school diploma

**Required Work Experience:**

- One Year experience in cooking large meals
- Must have or obtain a food handlers card within 90 days of employment

**Equal Opportunity Employer**