



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Central Kitchen Warehouse Manager

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 179

**REPORTS TO:** Central Kitchen Director & Coordinator

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The role of the Central Kitchen Warehouse Manager is to receive, inspect, store, and distribute all foods and supplies in a School Nutrition Program in accordance with regulatory agencies and administrative guidelines.

### **QUALIFICATIONS:**

- A high school diploma or equivalent is desirable. Sufficient education to have basic skills in reading, record keeping, and math is required.
- Completion of the 15 hour Food Service Manager's Sanitation Course is required.
- Completion of other adult or college classes in nutrition, quantity food production and sanitation are desirable.
- Completion of at least one summer workshop sponsored by the Texas School Food Service Association or Texas Education Agency every three years is desirable.
- Certification from the Texas School Food Service Association at Level IV is desirable.
- Must have worked as a Cook or Cashier for the School Food Service Department for at least one year or experience in ordering foods in quantity or in storeroom and stocking procedures is desirable.
- Experience in supervision of food service employees is desirable.

### **Physical Abilities Required:**

- Ability to withstand a wide range of temperatures.

- Strength to lift and carry food items and objects weighing at least 50 pounds.
- Ability to work with chemical cleaning agents.
- Stamina to stand and walk on hard flooring for long periods of time.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Receives orders for food and supplies according to specifications and receiving records.
2. Inspects and checks foods and supplies according to written specifications and counts, weights, and sort incoming items to verify invoices.
3. Oversees the orders obtained from Cafeterias and assures they are close to needs and that they are not overordering or underordering too much either way within a manageable limit.
4. Accepts responsibility to the safe and sanitary storage of all foods and supplies in the Central Kitchen.
5. Issues and distributes foods and supplies as directed by the School Nutrition Director.
6. Accepts responsibility for cleanliness of storerooms, freezers, and refrigerators.
7. Works effectively with other employees and delivery persons.
8. Works within a complex structure of regulations and time schedules.
9. Directs daily performance of truck driver/storeroom helper.
10. Conducts weekly inventory of food and supplies.
11. Maintains good working communications with co-workers and other staff members.
12. Maintains good attitude in difficult situations.
13. Helps maintain cohesiveness among employees.
14. Performs duties in a timely and organized manner.
15. Projects a professional image through demeanor and appearance.
16. Complies with School Nutrition Department policies and procedures.
17. Complies with policies and procedures as outlined in Employee Handbook and addendum.
18. Maintains regular and reliable attendance.
19. Adheres to proper channels when communicating ideas, problems, etc.
20. Performs other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart.

#### **Posture:**

Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting.

#### **Motion:**

Continual walking, frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching.

**Lifting:**

Frequent moderate lifting and carrying (15–44 pounds).

**Environment:**

Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces.

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**