

Sauvie Island School
Job Description
Food Service Manager & Chef

POSITION INFORMATION:

Application Deadline Date: Until Filled

Start Date: As Soon As Possible

Posting Date: October 2025

Job Title: Food Service Manager & Chef

Department: Classified

Report to: Executive Director

Status: Part-Time, 6.5 hrs/day

Sauvie Island School is looking for a knowledgeable and passionate Food Service Manager and Chef to support our National School Lunch Program. We are seeking an individual committed to planning, coordinating, and facilitating the school's food and nutrition services program, ensuring cost-effectiveness and compliance with school, state, and federal requirements regarding nutrition, sanitation, Department of Environmental Health standards for food-handling procedures, safety, and record-keeping. This position works in partnership with school administration, staff, and students regularly to ensure the program's success.

Sauvie Island School offers a comprehensive benefit package including PERS, family coverage for medical, dental, and vision, paid sick leave, personal and bereavement leave, and professional development opportunities. In addition, Sauvie Island School has a unique program that offers a hiring stipend, as well as a retention stipend, plus additional personal days.

JOB SUMMARY: This position is responsible for all aspects of the school nutrition program, with the primary duties focused on ordering, preparation and serving of food. This is a working lead position, ensuring sanitation, budgeting, and program guidelines are achieved. As well as oversight and implementation of the National School Lunch Program and Commodities for the school.

ESSENTIAL REQUIREMENTS:

PERSONAL QUALITIES:

1. Sense of humor
2. Critical thinking skills
3. Empathetic listener
4. Strong work ethic
5. Positive, problem solving attitude
6. Trustworthy

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Knowledge and understanding of the National School Lunch Program, in order to complete all necessary tasks to ensure participation and compliance with the ODE and NSL Program.
2. Attends and/or watches all ODE and NSL food services meetings/webinars and complete necessary documentation.
3. Complete all necessary tasks associated with the Commodities Program through ODE and NSL Program.

4. Open kitchen daily and begins set-up and take down.
5. Oversees preparation all school meals.
6. Plan and analyze menu to ensure USDA Meal Pattern and nutritional requirements are met.
7. Daily preparation and serving of food, according to planned menu and established operating procedures.
8. Orders, receives and verifies supply delivery and rotates into existing stock. Computes and maintains accurate inventory records.
9. Keeps daily counts and records information as required for audits and reviews. Provides daily, weekly and monthly paperwork to Executive Assistant and Director.
10. Supervises the maintenance of a high degree of sanitation, safety and cleanliness in kitchen and storage facilities. Supervises and maintains proper storage of all supplies and goods that are needed for food service.
11. Checks freezers, refrigerators and dishwashers to be sure proper operating temperature is being maintained and sanitation standards are being upheld.
12. Cleaning of all used kitchen dishes, trays, equipment, etc. on a daily basis.
13. Train, manage, assigns and directs work activities of student lunch helpers.
14. Maintains a safe working environment, enforcing safety guidelines and building awareness about safety and maintaining standards of regulatory agencies
15. Reports safety, sanitary and fire hazards immediately to the Director.
16. Maintain appropriate certifications and training hours as required.
17. Comply with applicable School, state, local and federal laws, rules and regulations.
18. Interacts thoughtfully and courteously with students, staff and community.
19. Attend work regularly and is punctual.
20. Attends Staff Meetings or Required Building Trainings.
21. Arranges for substitutes through Sub-Finder System when need arises.

Supervisory Responsibilities:

Supervise other student workers and volunteers. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: High school diploma or General Education Diploma (GED) and at least one year related experience and/or training or equivalent combination of education and experience. Prior experience in food service lead position strongly preferred.
- Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- Language Skills: Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to verbally respond to common inquiries from students and staff. Ability to draft simple memos and correspondence.
- Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform

basic math skills involving monetary units.

- Reasoning Ability: Ability to apply common sense understanding to carry out instruction in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.
- Computer Skills: General knowledge of computer usage. Ability to enter accurately enter data and run reports from school computer system.
- Other Skills and Abilities: Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to be highly organized and efficient in an environment that requires strict adherence to a schedule.
- Certificates, Licenses, Registrations: Must have or be able to obtain a valid Oregon Food Handler card and Oregon Driver License.

SALARY: \$19,352-\$27,960 Annually (Depending on Experience)

8:00 AM - 3:00 PM

178 Days (Mid August-Mid June)

Salary divided into 12 checks paid monthly

EVALUATION: In accordance with ORS and SIS policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT: *The physical demands and work environment described 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 essential functions.*

The work environment is a school cafeteria/kitchen. The noise level in the work environment is usually moderate, but occasionally high. The employee is regularly exposed to wet or humid conditions and some extreme temperatures associated with ovens and walk in freezers.

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I _____ have read and understand the above
Print Name
requirements of this job description.

Employee Signature _____ Date _____

Employee Name (Print) _____

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. The school may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.