

***Highland Community School***

***Job Description***

**Position: Kitchen Coordinator**

**Reports to: Director of Finance**

**General Description:**

To organize and manage all aspects of Highland Community School's Food Service program including preparing, serving, and storing of provided food for breakfast, lunch and snack, preparing and distributing donated food and supplies and complying with all food service regulations imposed by MPS, DPI, and the City of Milwaukee Health Department. This person understands and promotes the school’s mission, vision, values, and key goals both within and outside of the immediate school community.

**Essential Duties and Responsibilities:**

* Maintains order and cleanliness within the kitchen and pantry area at all times. Wipes down all surfaces daily.
* Prepares breakfast foods for MPS students each morning, including preparation, set-up, serving, and clean-up. Inputs breakfast counts into OneSource software daily.
* Acts as Milwaukee Public School’s main contact for nutrition and ensures all information is communicated to all stakeholders – staff & families, as needed. Oversees MPS nutrition visits to charter school to review our procedures and ensure compliance in all areas, including food safety plan, training requirements and others as required.
* Collects and tallies hot lunch counts from classroom attendance sheets daily. Prepares lunch items in accordance with daily counts.
* Checks and records temperatures of all hot and cold food upon arrival and stores in convection oven, refrigerator, freezer or on pantry shelves. Rotates milk.
* Prepares lunch foods per instructions provided by MPS Central Kitchen, ensuring food temperatures meet all specified standards. Organizes lunch hot and cold packs and places into bins for the appropriate classrooms to be picked up by classroom staff.
* Records all lunch foods (including milk) received, prepared and returned at the end of the lunch shift. Maintains log of all inventory going in and out of the kitchen using MPS provided production sheets. Disposes of returned lunches and milks and wash all lunch bins.
* Organizes afternoon snack for Highland programs to be picked up by program staff. Collects and tallies snack logs the following morning.
* Inputs food and milk counts into OneSource software daily. At the end of each month, complete monthly reporting of meals ordered and meals served. Monitor order quantities to reduce food waste.
* Prepares monthly lunch menus for distribution to staff and parents.
* Takes inventory of all supplies on hand on a regular basis. This includes, but is not limited to, plates, cups, pitchers, bowls, silverware, serving utensils, napkins, sanitizer and rinse solution (for dishwasher), delimer, dishwashing liquid, hand soap, bleach, hand towels, food thermometer, and cleaning products. Prepares an order of necessary supplies as needed and provide to supervisor for approval.
* Organizes all production and inventory sheets for breakfast, lunch, milk, or snack within kitchen files. Is able to produce copies or fax to MPS Liaison as requested.
* Maintains all equipment within the kitchen space including taking a log of refrigerator and freezer temperatures daily, de-lime sanitizer on a monthly basis, and monitors perishable food shelf-life for safety purposes.
* Complies with City of Milwaukee Health Department Food Safety guidelines, DPI guidelines for federal food service programs and MPS standards as communicated by our Liaison. Includes posting appropriate signage and staying up-to-date on changing guidelines or standards that affect the food program.
* Plans, prepares and/or shops for Highland events, including, but not limited to, Annual Meeting, 8th Grade Graduation, Staff Breakfast at beginning and end of year, Community Feast, and others designated by the Executive Directo or Supervisor.
* Ensures Toddler Program has sufficient snack foods available, working with Toddler Program staff to organize, label, and order snack foods and related supplies.
* Trains and works with other individuals to allow support in the case of an absence. Works with kitchen assistant to train on proper procedure during the lunch period to deliver lunches on time daily.
* Performs other duties as required to aide in the support of Highland Community School's Food Service Program.
* The Kitchen Coordinator, in coordination with the Director of Finance, is responsible for the meal program budget which covers snack or meal supplements and the summer program food costs.
* Completes all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland Community School and Milwaukee Public Schools. He or she will perform related work as required.
* Unforeseen circumstances may arise (such as damage or destruction of school property, or a closure of part or all of the School campus, among other things). This may require the School to modify the location, time, and/or means of its operations and/or the nature of staff assignments and may include teleworking. Should such a circumstance arise, you may be asked to perform your duties at a different location, during nontraditional school hours, by other non-traditional means or through teleworking.

**Qualifications:**

* One to two years related experience and/or training in a related field. Kitchen management experience preferred.
* ServSafe/Food Manager Certification within one year of employment.
* Familiar with and comfortable using Microsoft products, email, and basic software programs.
* Skilled at organizing resources and establishing priorities.
* This position requires the ability to constantly remain in a stationary position.
* The person in this position needs to constantly move about within the work area and may occasionally need to position self to load or unload supplies from shelves overhead or at ground level.
* This position requires someone to frequently transport materials weighing up to 10 pounds and occasionally transport materials weighing up to 50 pounds.

Rev. 01/2025