



**Montezuma-Cortez School District RE-1**  
**EVERY STUDENT. EVERY DAY.**

**Position:** Kitchen Manager

**Our Vision**

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21<sup>st</sup> century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

**Position Summary:** Responsible for the overall management of the kitchen, including all aspects of food preparation and serving, supervision of staff, and training. Develops and promotes good community relations among various community and school clientele.

**Typical Responsibilities:**

1. Operate computerized lunch line.
2. Oversees the timely preparation and serving of food, which may include carry out.
3. Supervises and directs the work of kitchen personnel.
4. Maintains all kitchen financial records, including deposits; prepares daily and end of month reports and records.
5. Maintains inventory of supplies, including ordering, receiving, storage and rotation of stock.
6. Oversees the sanitation and cleaning of all kitchen facilities, equipment, and areas.
7. May be responsible for the breakfast program.
8. Performs other related duties as assigned or requested.
9. Observes all district policies and procedures.

**Position Requirements:**

- Minimum Education - High school graduate or equivalent
- Minimum Experience - One to three years
- Skill Requirements
  - Knowledge of commercial food preparation and equipment
  - Supervision of employees
  - Effective communication
  - Basic math
- General Expectations
  - Is flexible.
  - Has the ability to work cooperatively with supervisors and coworkers.
  - Maintains a generally positive attitude.
  - Observes all district policies and procedures.

**Essential Physical Demands:**

- Frequent lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing
- Frequent bending, reaching, and walking.
- Occasional crawling, squatting, stooping.

**Supervisory Duties:** Has supervisory responsibilities for kitchen personnel.

**Reports to:** Director of Nutrition Services

**Candidate Profile:**

<b>Education and Certification:</b>	<ul style="list-style-type: none"> <li>• High School diploma</li> </ul>
<b>Experience and Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to understand and follow oral and written instructions.</li> <li>• Flexible and maintain a positive attitude.</li> <li>• Work cooperatively with supervisors and coworkers</li> </ul>
<b>Culture and Fit:</b>	<ul style="list-style-type: none"> <li>• Commitment to the mission and values of Montezuma Cortez Re-1</li> <li>• Desire to work as a member of a dynamic team.</li> <li>• Openness to feedback and willingness to share ideas.</li> <li>• Maintains and models high standards of personal and professional integrity and confidentiality</li> </ul>

**Physical Requirements and Working Conditions:** *The physical demands, work environment factors and mental functions described below 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.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*

## NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

**Title IX Coordinator and Compliance Officer** *(Title II/ADA, Title VI)*

Cynthia Eldredge, Executive Director of Human Resources  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Compliance Officer** *(Section 504)*

Lisa Megel, Executive Director of Exceptional Student Services  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

M-CSD RE-1 School Governance Policies can be found on our website at:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

### CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la

admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

**Coordinador del Título IX Oficial de Cumplimiento** (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Oficial de Cumplimiento** (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

11.28.23 DKR

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Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2\*, JB, JBA, JBA-E, JBB\*, JII-R

*NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.*