

TIPTON COMMUNITY SCHOOL CORPORATION

Key Holder / Operations Leader – Food Service

Position Title

Key Holder / Operations Leader

Department

Food Service

Reports To

Kitchen Manager or Food Service Director

Position Summary

The Key Holder/Operations Leader is responsible for assisting with the efficient, safe, and compliant daily operation of the school kitchen while continuing to perform assigned food preparation, service, sanitation, and production responsibilities.

In addition to regular food service duties, the Key Holder/Operations Leader provides limited daily operational leadership by helping ensure that work is completed efficiently, food service areas and equipment are properly cleaned and secured, required production and temperature records are completed, and staff members work together to complete assigned responsibilities.

When the Kitchen Manager is absent, the Key Holder/Operations Leader will serve as the acting manager for the kitchen and coordinate daily breakfast and lunch operations in consultation with the Food Service Director.

Essential Duties and Responsibilities

Food Preparation and Service

- Prepare, cook, and serve breakfast and lunch items according to established menus, recipes, production requirements, and food safety standards.
- Assist with preparation of breakfast bags, entrees, sandwiches, and other meal components.
- Ensure food is prepared and ready for service according to the established meal schedule.

- Assist with preparation and service of meals for preschool and other designated student groups.
- Accurately record food quantities, beginning and ending counts, food temperatures, and other required information on production records.
- Complete assigned production paperwork following meal service.
- Assist with preparation of food and supplies needed for the following school day.

Food Safety, Sanitation, and Security

- Wash, clean, and sanitize food preparation areas, serving lines, equipment, and other assigned work areas.
- Complete required temperature checks for food, refrigerators, freezers, coolers, and other equipment.
- Help ensure food and supplies are properly stored, labeled, dated, and rotated.
- Monitor coolers and storage areas for expired or improperly stored products.
- Ensure walk-in coolers, freezers, refrigerators, and other designated areas are properly secured at the end of the workday.
- Help ensure kitchen equipment is properly cleaned, emptied, shut down, and secured following service.
- Maintain kitchen, serving, storage, dining, and related areas in a clean and orderly condition.
- Follow all applicable federal, state, local, and school corporation food service, sanitation, and safety requirements.

Daily Operational Leadership

- Assist the Kitchen Manager in supporting an efficient daily workflow and completion of assigned duties.
- Monitor kitchen operations during designated portions of the workday and help ensure employees remain engaged in assigned responsibilities.
- Encourage employees to assist one another as necessary to complete daily work.
- Verify that end-of-day cleaning, sanitation, stocking, trash removal, equipment shutdown, and storage responsibilities have been completed.
- Identify operational, staffing, food safety, equipment, or other concerns and communicate them promptly to the Kitchen Manager or Food Service Director.
- Help ensure that the kitchen is properly prepared and secured before leaving for the day.
- Perform opening and/or closing responsibilities, including access to designated secured areas, as assigned.

Acting Manager Responsibilities

When the Kitchen Manager is absent, the Key Holder/Operations Leader will:

- Serve as the acting manager for the kitchen for the duration of the Kitchen Manager's absence.

- Consult with and receive direction from the Food Service Director as necessary.
- Coordinate the daily preparation and service of breakfast and lunch.
- Help assign or adjust employee responsibilities as necessary to maintain effective operations.
- Ensure required meal production records, temperature logs, counts, financial records, and other daily documentation are completed.
- Ensure food safety, sanitation, meal service, and other applicable compliance requirements are followed.
- Address routine operational issues and immediately communicate significant personnel, safety, equipment, compliance, or service concerns to the Food Service Director.
- Complete regular Key Holder/Operations Leader duties to the extent staffing and operational needs permit.
- Assist with balancing daily funds and preparing required deposit information in accordance with established procedures.

Supervisory Responsibility

The Key Holder/Operations Leader is not a regular supervisory or administrative position and does not independently exercise formal authority related to hiring, discipline, employee evaluation, or other personnel actions.

The position may provide work direction, coordinate daily assignments, monitor completion of responsibilities, and address routine operational needs. When serving as acting manager, the employee has authority to direct the daily work necessary to safely and effectively operate the kitchen, subject to the direction of the Food Service Director.

Qualifications

The employee should:

- Possess a high school diploma or equivalent, unless otherwise permitted by school corporation requirements.
- Have prior school food service, commercial food service, or similar experience preferred.
- Demonstrate knowledge of basic food preparation, sanitation, and food safety practices.
- Be able to accurately complete production records, temperature logs, counts, and other required documentation.
- Demonstrate dependability, good judgment, organization, and attention to detail.
- Be able to communicate effectively and professionally with coworkers, supervisors, students, and staff.
- Demonstrate the ability to provide work direction and maintain effective operations when the Kitchen Manager is unavailable.
- Maintain any food safety certification or training required by the school corporation or applicable law.

Physical Requirements

The employee must be able to perform the physical responsibilities ordinarily associated with school food service, including:

- Standing and walking for extended periods.
- Frequently bending, reaching, lifting, carrying, pushing, and pulling.
- Safely lifting and moving food, supplies, equipment, and containers consistent with established workplace requirements.
- Working in environments that may include heat, cold, moisture, cleaning products, and temperature changes associated with kitchens, coolers, and freezers.
- Safely operating food preparation, cooking, serving, and sanitation equipment.

Additional Expectations

- Maintain regular and reliable attendance.
- Maintain confidentiality when appropriate.
- Follow TCSC policies, procedures, safety expectations, and directives.
- Demonstrate professionalism and a cooperative attitude.
- Perform other food service and operational duties as assigned by the Kitchen Manager, Food Service Director, or administration.

Terms of Employment

Work schedule, compensation, and number of workdays will be established by Tipton Community School Corporation in accordance with the applicable employee classification and compensation schedule.

Evaluation

Performance will be evaluated by the Kitchen Manager and/or Food Service Director in accordance with school corporation procedures.