

Cafeteria Manager

Reports to: Principal, Supervisor of Food Services

FLSA Status: Non-Exempt

SUMMARY:

Manages an individual school food service operation in an organized and efficient manner by directing the activities of cafeteria workers, while also meeting state and division requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to the job duties of a cook, a cafeteria manager will:

- Observes and promotes safe work practices and procedures;
- Directs the preparation of food according to standardized recipes and established food preparation procedures;
- Plans food production for the following day by directing the preparation of required food items;
- Plans and directs an acceptable placement of steam table pans on the cafeteria line prior to the start time;
- Assesses the appropriate quantity of food to order, prepare and serve according to projected meal count;
- Secures food and supplies according to established guidelines and requirements;
- Receives and verifies all deliveries and refuses unsatisfactory products or services;
- Prepares invoices for payment in a timely manner according to established procedures;
- Secures substitutes for food service workers and him/herself in the event this is necessary; provides all related information to the school administrator according to established procedures;
- Provides instruction, directs and organizes the performance responsibilities of other food service workers;
- Ensures the proper storage of food and supplies;
- Directs, supervises and evaluates all kitchen cleaning functions;
- Counts daily cash drawers and completes forms related to the deposit;
- Reports any personal injuries and/or accidents to the proper authority;
- Reports equipment failure according to established procedures;
- Supervises food service functions to insure that food is served in a safe and sanitary environment;
- Accurately completes and submits all required daily, weekly and monthly food service reports;
- Attends regularly scheduled manager meetings;
- Attends in-service training to improve skills and knowledge of job expertise;

JOB DESCRIPTION
Scott County Schools

- Performs job activities in a timely and efficient manner;
- Promotes nutrition awareness in his/her school through innovative activities which help students to understand the relationship of proper nutrition and healthy body and mind;
- Promotes the school meal programs to encourage participation;
- Communicates effectively with the Supervisor of Food Services and the Building Administrator keeping both informed of operational concerns;
- Recommends changes and improvements regarding his/her job;
- Takes all necessary and reasonable precautions to protect staff, students, equipment, materials, and facilities;
- Plans and implements banquet and catering functions when requested;
- Adheres to uniform and personal hygiene requirements;
- Assumes responsibility for professional growth and keeps skills up-to-date;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Plans periodic in-service with food service workers to update safety procedures and other related job information;
- Performs other duties as assigned by the Building Administrator and/or the Supervisor of Food Services.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to follow oral and written directions and have the ability to get along well with others;
- Must possess the ability to manage resources (people, equipment, food, finances, etc.) to best meet the nutritional needs of the students and the expectations of the school district;
- Ability to accurately complete and submit food service reports according to state and division requirements.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to completion of high school. Experience and proficiency in quantity food service functions are preferred.

PHYSICAL DEMANDS:

The physical demands 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.

Duties are typically performed in areas related to the cafeteria and kitchen. Work is typically performed walking or standing. Physical stamina is required to tolerate continuous standing, stooping, reaching, grasping, kneeling, walking, bending and lifting of objects weighing up to approximately 50 pounds is required. The ability to withstand temperature variances common to food service facilities is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Food service managers are in daily contact with teachers, students, administration, the general public and other work related personnel. The ability to handle complaints, express a service-oriented attitude, communicate effectively with others, and work with limited supervision.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.