

## JOB DESCRIPTION

### Fayetteville City School System

#### CAFETERIA MANAGER

##### Purpose Statement

The job of Cafeteria Manager was established for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items that are available for use; providing written reports; preparing deposits; and complying with mandated health requirements.

This job reports to Nutrition Supervisor.

---

##### Essential Functions

- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff according to dietary guidelines.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Manages assigned site operations (e.g. supervise personnel, create menus, monitor meal accounts and expenditures, evaluate new products and/or menus, oversee cleaning procedures, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Orients new employees to work center and school site processes for the purpose of providing training and information regarding site operations and activities.
- Oversees the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as needed, for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation (e.g. meal program records, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.

- Processes receipts for the purpose of completing and documenting transactions and/or preparing bank accounts.
- Reconciles transactions (e.g. meal counts, monies collected, etc.) for the purpose of maintaining account balances in compliance with established policies and procedures and makes daily bank deposits
- Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Schedules work hours and assignments for cafeteria employees for the purpose of ensuring adequate coverage for daily operations.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.

#### **Other Functions**

- Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data, and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

**Responsibility:** Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment:** The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 70% walking, and 10% standing. This job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is required      **Education:** High School diploma or equivalent

**Clearances:** Criminal Justice Fingerprint/Background Clearance      **Certificates & Licenses:** Safe Serve Certificates; Level SNA Certification