

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Cafeteria Manager

FLSA: Exempt

GENERAL SUMMARY

Supervises the functions of food production, service, purchasing, and quality control for assigned school. Directs food service activities in accordance with district policies, and federal and state guidelines. Reports to the Director of Child Nutrition.

ESSENTIAL FUNCTIONS

Plans, schedules, assigns and supervises the work of cafeteria employees to ensure proper and timely completion of cafeteria activities; supervises the proper use of directed sanitation procedures; plans and supervises kitchen cleaning schedules; instructs new employees and/or substitute employees; monitors the performance of lunchroom operators.

Demonstrates the ability to operate the SNAP (Child Nutrition computerized meal accounting system) and completes all financial reports with accuracy and in a timely manner. Maintains required records such as daily meal plans, daily temperature log, daily and monthly participant counts, invoices, incident reports, etc. Maintains accurate food production records and breakfast cost sheets and turns these reports in on a weekly basis.

Plans and directs the preparation and serving of food in accordance with meal standards. Maintains established district policies, procedures, federal laws, and state board regulations to ensure proper compliance.

Provides training to employees on job tasks, food preparation and handling, serving portions, use and care of equipment, etc.

Inspects cafeteria, food service equipment and utensils for cleanliness and sanitation.

Plans and estimates quantities of food supplies needed; places orders for all food and supply items as required; checks food shipments and verifies invoices. Maintains food and supply cost within the school district's established guidelines. Adheres to the established budget for all expenditures.

Operates a wide variety of cafeteria equipment such as food slicers, mixers, food processors, dishwashers, ovens, deep fryer, steamer, coffee makers, cash register, etc.; operates general office equipment such as a calculator and copier.

Establishes and maintains good relations between cafeteria staff and students, district employees, and the general public.

Maintains daily and monthly inventory of all food and supplies; takes inventory as required and keeps updated inventory records.

Responsible for bank deposits and the handling and safe-guarding of monies received.

Attends meetings, provides classroom presentations and performs related communications.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

High school graduate or equivalent with three to five years of experience in food service management; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid driver's license and American Food Service Certification.

Knowledge:

Thorough knowledge of all standards and regulations pertaining to food service/preparation and sanitation of food service areas. Knowledge of the daily and monthly planning required for completion of job duties. Knowledge of established standards of productivity and quality of work to be maintained by all lunchroom operators. Knows of the reports and records which must be prepared, processed and maintained to meet requirements of the job. Knowledge of principles of organization, planning and personnel supervision. Knows of the safety precautions relative to working with food service equipment and materials.

Skills/Effort:

Ability to effectively train and supervise the work of subordinate employees. Ability to maintain and interpret records and reports. Ability to provide training through explanation, demonstration and supervised practice. Ability to plan, organize, direct and control food service activities. Ability to interact in an effective manner with co-workers, supervisor, parents, students, teachers, and the general public. Ability to complete the duties of the position without the need of direct supervision. Ability to interpret and apply all pertinent food service regulations and standards. Ability to operate and utilize all food service equipment, tools and materials in a safe and effective manner.

Working Conditions:

Conducts duties in a cafeteria/kitchen environment with routine exposure to discomforting conditions such as heat, cold, food preparation equipment and utensils. Requires ability to work under a degree of stress related to duties that require attention, and meeting deadlines. Physical demands are restricted to kitchen work requiring the lifting/moving of items weighing up to fifty pounds. Job requires the operation of standard cafeteria/food service equipment.

Responsibility:

Supervises the activities of cafeteria personnel.
No direct budgetary responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____