



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Cafeteria Manager

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent; experience may substitute for education
2. Experience in preparation and service of foods to large groups of people preferred
3. Food Service Management Certification as set by the Mississippi Department of Education, or ability to obtain certification
4. Serv Safe Training, or ability to successfully complete training within the first 30 days of hire
5. Physical fitness and emotional stability to carry out the responsibilities of the job
6. Considerable knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service
7. Considerable knowledge of quantity food production, storage and handling techniques
8. Thorough knowledge of sanitary and safety regulations
9. Ability to train, supervise and evaluate the work of others
10. Thorough knowledge of equipment use and care
11. In-depth knowledge of food preparation and serving practices
12. Ability to develop and maintain harmonious and productive working relationships
13. Ability and skill to lead, manage, and supervise people
14. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Cafeteria Staff

REPORTS TO

Food Service Supervisor

JOB GOAL

Responsible for the efficient operation of the school food service program within the budget restraints under the direction and guidance of the Food Service Supervisor and in coordination with the principal

To comply with all rules and regulations of the U.S. Office of Child Nutrition, the USDA, and the Department of Health

DUTIES AND RESPONSIBILITIES

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Monitor food production and service to assure that planned menus are used and that emergency substitutions comply with meal pattern requirements, portion control and serving procedures
2. Prepare daily work schedules with menus, recipes, and portions specified
3. Monitor production and service to assure compliance with sanitation regulations.
4. Assist in preparation, service, and cleanup as needed
5. Check orders delivered for accurate cost, quantity, quality, weight, and portions
6. Advise Food Service Supervisor concerning quality condition of items received

7. Supervise and assure proper storage of all food and supplies
8. Inventory food, supplies, and commodities by an established system
9. Utilize facilities and utilities carefully and conservatively
10. Recommend the purchase of new equipment
11. Requisition needed repairs and maintenance of all equipment
12. Supervise the care and use of all equipment
13. Inspect and record refrigeration and freezer temperatures on a regular basis
14. Plan, assign, and supervise work of cafeteria staff
15. Provide on-the-job training in equipment use and care, food production, sanitation, storage, record keeping, and human relations
16. Evaluate the work performance of cafeteria staff
17. Prepare and maintain required records and submit all such records in an accurate and timely manner
18. Ensure proper distribution, control, and security of cash
19. Determine accurate meal count by category (free, reduced, paid, etc.)
20. Ensure that daily menu and food production records are prepared
21. Attend training meetings as required
22. Cooperate with principals and teachers in planning, developing and utilizing the food service program as a laboratory in providing positive learning experiences for pupils
23. Assist other school food service personnel in interpreting the goals and objectives of the food service program to the students, teachers, parents and community
24. Attend IEP meetings when requested
25. Maintain compliance with MDE standards and guidelines
26. Maintain compliance with USDA standards and guidelines
27. Maintain Health Department compliance
28. If provided, oversee the Summer Feeding program
29. Performs other duties as assigned

TERMS OF EMPLOYMENT

190 days annually with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.