

TITLE: LUNCHROOM MANAGER

Definition: Under general supervision, manage and assist in preparation and serving of foods in a cafeteria; perform a wide variety of cooking and baking duties; clean kitchen equipment and utensils; and do related work as required.

QUALIFICATIONS:

1. Ability to give and carry out oral and written directions.
2. Lunchroom experience required.
3. Good previous work record.

REPORTS TO: The District Food Service Director

JOB GOALS:

Supervise and manage other employees; keep accurate records; prepare and submit accurate reports in a timely fashion; plan and prepare appetizing, low cost meals which meet required nutrition standards; perform all tasks required of a lunchroom helper, maintain cooperative working relationships with those contacted in the course of work and maintain a good rapport with children.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Plans and checks for accuracy all menus for school meals.
2. Is responsible to follow USDA guidelines for the required meal pattern.
3. Purchases and assists in the purchasing of food supplies.
4. Supervises and assists lunchroom employees inventory supplies.
5. Keeps complete and accurate menu work sheets and other records.
6. Supervises and assists in food preparation and serving of food in an efficient and pleasant manner.
7. Assumes responsibility for ensuring that, during meal service periods, the supply of food offered is replenished regularly.
8. Oversees major cleaning of kitchen, i.e., refrigerators, cooking equipment, and storerooms at regularly scheduled intervals.
9. Sets up lunch counters.
10. Utilizes portion control in serving food.
11. Cleans serving and eating areas.
12. Replenishes cutlery and napkin containers.
13. Supervises and assists in the operation and cleaning of grills, ovens, steamers, stoves, as well as mixing, grating, slicing, and dishwashing machines.
14. Keeps the director informed of problems, concerns, or complaints of food service staff or customers.
15. Attends to other duties as assigned.

TERMS OF EMPLOYMENT:

1. Student days plus two (2) — determined by food service director
2. Salary and benefits as per Board policy

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED: February 6, 1996  
REVISED: November 5, 1996  
STAFF HANDBOOK: August 2002