

JOB DESCRIPTION

TITLE: Cafeteria Manager

Position Type: Non-Exempt

Supervised by and/or Reports to: Director of Operations

Primary Function: Oversee the daily operation of an elementary school cafeteria and ensure that the preparation of meals follows state and federal health regulations.

Essential Duties: (This list is intended solely as an illustration of the various types of work performed. The omission of specific duties does not exclude their addition if they are similar to or a logical extension of the position.)

- Plans, organizes, and supervises the serving of a complete general menu of breakfast, lunch and/or snack foods.
- Determines the types and quantities of food supplies needed.
- Purchases and supervise the receipt and storage of all food and supplies.
- Assists in hiring cafeteria personnel.
- Communicates the daily assignments and responsibilities to the staff.
- Trains and evaluates new food service workers in accepted food service practices and health codes.
- Supervises the proper preparation of food, ensuring proper temperature, palatability, and appearance of food.
- Ensures that all federal, state, and local health regulations are followed.
- Maintains daily and monthly food production and cost records and prepare monthly operation reports.
- Participates in all cafeteria activities as necessitated by workload.
- Performs and maintains daily and monthly record keeping such as food production and cost records, supply orders, timesheets, invoices, and prepare monthly operation reports.
- Supervises the upkeep and sanitation of all cafeteria facilities and equipment.
- Counts and balances all cash registers, fill out a deposit slip, and deliver the daily deposit to the bank.
- Accommodates extra-curricular school activities and functions requiring the use of the kitchen.
- Prepares all equipment for summer storage at the end of the school year.
- Readies the cafeteria for the new school year. Ensures equipment is functional, the cafeteria is clean, and the orders have been placed.
- Interacts with faculty, staff, students and employees in a professional manner.
- Ensures the cafeteria environment is a pleasant, cheerful, welcoming place.
- Engages in on-site marketing campaigns and programs which encourage student participation in the National School Lunch and Breakfast Programs.
- Performs other duties required.

Requisite Knowledge, Skills, and Abilities:

- Able to count and handle money; proficient in general arithmetic.
- Thorough knowledge of cafeteria operations, equipment, and practices.
- Thorough knowledge of federal, state, and local health regulations, USDA requirements, and the proper handling of food in a cafeteria environment.
- Able to read and follow recipe directions.
- Familiarity with software/word processing skills to operate cafeteria point of sale computer and complete other reports as necessary
- Able to communicate courteously and effectively with cafeteria personnel, students, and the school community.
- Able to work and function well under pressure.
- Able to organize and maintain necessary records.
- Able to perform the tasks of all subordinates and delegate responsibility.
- Able to stand for long periods of time, to lift approximately 50 pounds, and to work well in hot temperatures.
- Serve as role model.

Requisite Education and Experience:

- Must possess a minimum of a high school diploma or equivalent.
- Two (2) years of institutional food service experience and training required.
- A comparable amount of training and experience may be substituted for the minimum qualifications.
- Able to proficiently read, write and speak English.

Physical Requirements: Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to: a personal computer, calculator, copier, and fax machine. Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, or repetitive motions required.

EVALUATION

Performance of this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

APPROVED BY SUPERINTENDENT

Updated 12/2/19

JOB DESCRIPTION PREPARED BY

Director of Human Resources

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time