



Position Description

Culinary, Catering, and Compliance Manager

Salary Level: 12-month cafeteria manager

Contract/Benefits: Cafeteria Manager Agreement

Department or Area: Child Nutrition Services

Reports To: Director Child Nutrition Services

Prepared Date: December 12, 2024

Prepared by: Gina Giarratana, Director of Child Nutrition Services

Approved By: William Seng, Executive Director of Human Resources

Qualifications:

1. High school diploma. Associate or bachelor's degree in culinary arts, food service management, or nutrition preferred.
2. Five (5) or more years' experience as a chef or food production manager, with at least three years of catering experience. Prior food service experience in a school setting preferred.
3. Must possess a valid Pennsylvania driver's license and have the ability to use personal vehicle, as this position requires the travel to multiple locations.
4. Available to work event-based hours.
5. Must possess valid food safety certification.
6. Event planning and large-scale food production experience necessary.
7. Strong interpersonal and communication skills, including the ability to relate effectively with staff, stakeholders, and the community.
8. Ability to analyze food costs to provide a cost-effective catering program.
9. Knowledge of nutrition, sanitation, food safety, and laws/regulations governing food service operations.
10. Computer skills in the latest operating system of Microsoft Windows including Word, Excel, Power Point, and Publisher, preferred.
11. Such additional or alternatives to the above qualifications as the board or superintendents may determine appropriate and acceptable.

Summary

Support day to day operations of the Child Nutrition Department by delivering a cost-effective nutrition and catering program for all students, staff, and community through training, compliance, and supervision.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Follows the School District of the City of Allentown, the Allentown Bureau of Health and USDA Nutrition guidelines, rules and/or regulations pertaining to efficient and sanitary food preparation and service.
2. Provides instruction and training to employees in the care of equipment, portion control, serving of food, checking of supplies, sanitation and safety, good customer services techniques and proper record keeping.
3. Manages the placement of orders, food received, storage, and the utilization of necessary food and supplies for events and/or school kitchens.
4. Maintains and records inventory of food and supplies, as directed.

5. Design systems for monitoring food quality and safety, operational efficiency, and financial accountability for each event.
6. Develops and designs customized menus for catering events based on client preferences, dietary needs, and event themes.
7. Prepares a variety of food items for catering events, ensuring consistency, quality and presentation.
8. Plans and coordinate staff schedules for district catering events as needed.
9. Develop innovative approaches to providing high quality, culturally diverse food offerings with new recipe and menu development.
10. Accommodates special dietary requirements as needed.
11. Provides culinary training for all Child Nutrition staff.
12. Effectively manages time and resources to complete the work in the assigned time.
13. Conducts on site monitoring for all nutrition programs as assigned.
14. Manages and enforces all human resource and departmental policies pertinent to Child Nutrition staff.
15. Reviews and recommends all requests for the purchase of new and/or replacement equipment in cafeterias and kitchens.
16. Assists in the inspection of school facilities and operations to insure nutrition standards, food safety and overall employee safety.
17. Participate in District Wellness Committee and assists in managing the implementation of the district's Wellness Policy.
18. Assist with daily operations in the absence of a cafeteria manager or director.
19. Supports Summer Food Service Program operations as needed.
20. Performs other tasks related to the position as assigned.

Supervisory Responsibilities

Manages multiple locations that include food service cooks, assistant cooks, and helpers. Is responsible for determining staffing needs for catered events and execution of such events. Is responsible for the supervision and disciplinary procedures of these individuals. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Responds to parent/community requests for service and assistance related to Child Nutrition Services; Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; shows reasonable control of personal emotions; exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; listens and solicits clarification; responds appropriately to questions; demonstrates group presentation skills; Writes clearly and effectively and presents numerical data effectively; Balances team and individual responsibilities; gives and welcomes feedback; contributes to District's positive morale.

Leadership Skills

Communicates changes effectively; prepares and supports those affected by change; Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; fosters a focus on quality in others; Observes safety and security procedures when appropriate; determines appropriate action beyond safety and security guidelines; Identifies and resolves problems in a timely manner; assists in the development of alternative solutions; works

well in group problem-solving situations; uses reason even when dealing with emotional topics.

Organizational Skills

Works within approved budget as instructed by the Director of Child Nutrition; conserves district/school resources; Shows respect and sensitivity for cultural differences; promotes a harassment-free environment; Follows policies and procedures; completes administrative tasks and reports correctly and on time; supports district/school's goals and values; Works with Director of Child Nutrition to develop strategies to achieve district/school goals; understands district/school's strengths & weaknesses; aligns work with strategic goals; adapts strategy to changing conditions.

Personal Competencies

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions; Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; Sets and achieves personal goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; Prioritizes and plans work activities; uses time efficiently; sets daily/weekly goals and objectives; Approaches others in a tactful manner; reacts well under pressure; treats others with respect regardless of their status or position; accepts responsibility for own actions; Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies supervisor feedback to improve performance; monitors own work to ensure quality; Follows instructions, responds to supervisory direction; completes tasks on time or notifies appropriate person with an alternate plan; is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving instruction and related activities; develops innovative approaches and ideas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the manager is regularly required to talk or hear. Specifically, the manager must be capable of hearing forty (40) decibel loss maximum. Specific vision requirements include seeing with acuity of twenty (20) inches or less and far acuity of at least twenty (20) feet with normal depth perception, field of vision and accommodation. The position requires use hands and fingers or handle documents, telephone, etc. The position requires to stand and walk for sustained periods of time throughout the district and to climb stairs and must be able to lift up to fifty (50) pounds.

Evaluation

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by:

Individual serving in this position

Date:
