



# Argyle Independent School District

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**Job Title:** Cafeteria Manager

**Exemption Status/Test:** Exempt

**Reports to:** Director of Student Nutrition

**Pay Grade:** ES - SS4

MS - SS5

**Dept./School:** Student Nutrition

**Duty Days:** 182

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## PRIMARY PURPOSE

Supervise, train, and manage campus food service operations. Ensure that appropriate quantities of food are ordered, prepared and served. Meet time constraints and menu requirements established by central administration. Ensure that health codes are met.

## QUALIFICATIONS

### Education/Certification:

- High School Diploma or GED, and five years experience in food service (Two years in a school setting preferred)
- Current ServSafe Manager Certification or ability to obtain within the first 60 days of employment

### Special Knowledge/Skills:

- Ability to understand the policies that govern the National School Lunch Program and campus-specific policies as well.
- Knowledge of methods, materials, equipment, and appliances used in food preparations and service.
- Ability to operate the point-of-sale system
- Ability to perform basic arithmetic operations
- Ability to manage and train personnel
- Effective planning and organizational skills
- Must possess computer skills
- Ability to communicate effectively and professionally (verbal and written).
- Must have a valid driver's license and a vehicle to use during work hours

## MAJOR RESPONSIBILITIES AND DUTIES

- Able to complete daily food production records and ensure all food is served according to menu specifications defined by departmental policies and procedures.
- Direct daily activities in the kitchen and cafeteria.
- Work cooperatively with the campus principal to accommodate temporary schedule changes and special serving requirements.
- Supervise and train employees at campus level, promoting efficiency, morale, and teamwork.
- Resolve personnel problems/issues.
- Ensure that food is produced safely and following health and safety codes and regulations.
- Maintain accurate reports of daily and monthly financial, production, and activity reports
- Oversee HACCP compliance and recordkeeping.
- Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism)
- Ensure that food items are stored in a safe and hazard-free environment
- Conduct end-of-day count of cashier drawers and deposit and alert the department of any discrepancies. ● Ensure accurate and ethical handling of financial matters
- Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations
- Maintain a safe work environment
- Ensure that appropriate quantities of food and non-food supplies are available through orders and periodic inventories
- Maintain logs on all equipment maintenance required within campus food service department
- Perform preventative maintenance and report needed equipment repairs
- Recommend replacement of existing equipment to meet department needs
- Conduct regular inventory counts of food and non-food supplies as scheduled.
- Help screen, select, and train cafeteria workers, and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel
- Maintain confidentiality
- Oversee all line operations.
- Enforces adherence to the standards in the employee handbook.
- Supervise and evaluate food service workers assigned to campus cafeteria
- Perform other duties as assigned

## Supervisory Responsibilities:

- Able to manage, coach, and lead a team of 4-10 employees.

**MENTAL DEMANDS / PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS:**

Maintain emotional control under stress, must be able to stand for long periods of time, must be able to lift up to 40 lbs., and withstand limited exposure to warm and cold conditions. Must conduct oneself in a manner that commands the respect of other employees within the department as well as that of the department's customers.

All employees are to follow district safety protocols and emergency procedures.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.<sup>1</sup>

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Signature

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Date

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Print Name