



CAFETERIA MANAGER

QUALIFICATIONS:

- General knowledge of Excel, Word, email and operation of an electronic point of sale system
- Two years experience in food service management required
- Experience in catering and event planning
- School food service experience preferred
- Excellent customer service skills
- Successful completion of sanitation course and an understanding of HACCP procedures
- Physical ability to perform duties
- Ability to perform basic math calculations
- Ability to lead, motivate, organize, delegate, train, supervise and discipline employees/interns
- Ability to prepare and maintain accountability records
- Ability to carry out the National School Lunch and Breakfast program requirements
- Knowledge of how food should look and taste

REPORTS TO:

- Director of School Nutrition
- Performance of this job will be evaluated by the Director of School Nutrition on an annual basis in the spring

JOB SUMMARY:

- Manage food service program in an individual school according to food service department policies, procedures, and methods
- Cooperate with principals and teachers to promote the Child Nutrition Program's educational values
- Supervise and instruct food service personnel
- Maintain high standards of food preparation and service with emphasis on appetizing appeal, maximum nutritive value and flavor
- Maintain high standards of sanitation and safety
- Keeps careful records of cash, food, supplies and equipment

PERFORMANCE RESPONSIBILITIES:

1. Operate a successful food service program that meets the needs of the school in a fashion that results in high customer satisfaction
2. Plan, prepare, and serve safe and good quality food in proper quantities at the appropriate time
3. Train, supervise, direct, motivate, discipline and evaluate employees and maintain a good working environment
4. Prepare daily work schedules and work with employees on proper work methods and procedures
5. Supervise serving setup, cashiers and all money handling
6. Prepare or supervise preparation of all daily reports, records, and deposits
7. Check in or train and supervise someone to check in all food deliveries daily
8. Consult daily with staff on leftover food and how to properly utilize it
9. Forecast and order food, supplies and equipment needed according to procedures and in a cost effective manner
10. Place orders for food and supplies in a timely and cost effective manner
11. Maintain an inventory of all foods and supplies and submit to central office on a monthly basis
12. Ensure the proper daily cleaning of food prep and serving areas
13. Maintain the highest standards of sanitation and safety following HACCP guidelines
14. Follow all federal, state and local regulations and policies in the day to day operation of the program
15. Build good public relations and actively promote and market the food service program
16. Perform related work as required by the central food service office
17. Cooperate with principal, faculty, staff, parents, and students, and foster a good work relationship
18. Foster excellent customer service and facilitate a friendly atmosphere in the cafeteria
19. Attend monthly meetings with other cafeteria managers and Director of School Nutrition
20. Lift or carry up to 40 pounds occasionally and bend, stoop and reach above shoulder level occasionally
21. Work with machinery frequently, climb ladders occasionally
22. Walk and sit occasionally; stand frequently
23. Perform other duties as assigned
24. Completes at least 10 hours of annual continuing education/training