



Dr. David Clendening
Superintendent

Dr. Brooke Worland
Assistant Superintendent

Ms. Tina Jobe-Gross
Chief Financial Officer

Mr. Matt Sprout
Executive Director of Technology

Mr. Benji Betts
Executive Director of Operations

Vacancy Notice

Applicants must apply online at www.franklinschools.org

POSITION: Cafeteria Manager

LOCATION: Needham Elementary School

NUMBER OF DAYS PER YEAR: 180 days per year

NUMBER OF HOURS PER DAY: 7.5 hours per day

DUTIES: See attached

REQUIREMENTS: See attached

BENEFITS: Per the Classified Staff Handbook – available on the 1st day of the month following 60 days of employment

SALARY: Based on experience – starting at \$17.22 per hour

POSITION BEGINS: Immediately

APPLICATION DEADLINE: Open until filled

CONTACT: Mrs. Elizabeth Edwards, Director of Food Services –
edwardsel@franklinschools.org

Dr. David Clendening
SUPERINTENDENT

'All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.'

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

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Cafeteria Manager Job Description

Job Title: Cafeteria Manager
Department: Food Service Department
Assignment: Manager of staff for designated school within the corporation
Supervised by: Director of Food Services

Purpose: Manages and coordinates the activities of food service personnel involved in the preparation and service of meals. Coordinates food production, cleaning, inventory control processes, acquisition of food items, cash handling/control functions. Ensures compliance with established policies and procedures, quality standards, cost guidelines, and applicable federal and/or state regulatory requirements.

DUTIES AND RESPONSIBILITIES:

1. Implements menus and coordinates the preparation, production, and service of a wide range of hot and cold food items.
 - a.) Ensures that appropriate portions are served.
 - b.) Ensures compliance with the USDA regulations governing the nutrition standards for the National School Lunch and School Breakfast Programs.
2. Monitors food and labor costs.
 - a.) Estimates daily and weekly production and inventory food requirements.
 - b.) Coordinates inventory needs with menu forecast.
 - c.) Adjusts scheduled labor hours based upon meals served and anticipated census changes, i.e.; field trips, special meals, etc.
3. Prepares orders for food and supplies through approved vendors.
 - a.) Controls, monitors, and maintains appropriate inventory, costs, and supplies.
4. Supervises the preparation of a wide range of cold and hot foods for service to students and staff.
5. Attends to the daily problems and needs related to equipment, food, supplies, and personnel.
6. Prepares appropriate reports and records as directed.
 - a.) Includes, but is not limited to, cost control spreadsheet, inventory, invoices, cash deposit paperwork, payroll information, food production records, meals per labor hour calculations, and employee performance evaluations.
7. Ensures day to day operational compliance with State and/or Federal regulations and guidelines, and/or established departmental program requirements and standards.
8. Ensures adherence to established corporation and departmental policies and procedures.
9. Communicate information to staff on a regular basis.
 - a.) Responsible for in-service training, policy distribution, and the development of a positive work environment through open and active communications.

Note: The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

- High School Diploma and or GED
- 2-3 years experience related to the duties and responsibilities outlined.
- Directly related skills gained through verified work experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of food services operations and procedures.
- Ability to supervise; plan work schedules, assign job tasks, provide training.

- Ability to gather data, compile information and prepare reports.
- Knowledge of basic nutritional requirements of children in grades K-12.
- Knowledge of appropriate regulations, standards and guidelines for the preparation, production and handling of food in an institutional environment.
- Ability to enforce safety and sanitation standards.
- Ability to work both independently and as a team member.
- Ability to resolve customer complaints/concerns.
- Basic computer and general office skills.
- Ability to successfully complete Serv Safe training and acquire/maintain certification.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work involves moderate exposure to unusual elements such as extreme temperatures from cooking equipment, freezers.
- Moderate physical activity.
- Requires handling of objects 25-50 lbs.
- Standing/walking may occur more than 50% of the time.
- Work environment involves some exposure to hazards of physical risks which require following basic safety precautions.