

GARFIELD HEIGHTS CITY SCHOOLS JOB DESCRIPTION

Job Title: Cafeteria Lead – Floater (3C)

Reports To: Food Service Supervisor

Employment Status: Regular/Full-Time

Classification: Classified

Job Summary: The Cafeteria Lead – Floater is responsible for overseeing kitchen operations across multiple school sites, ensuring efficient meal preparation and service in compliance with health and safety standards. This role supervises staff, manages inventory, and supports the overall goals of the district's Child Nutrition Program.

Key Responsibilities:

Leadership & Operations:

- Supervise and assist in the preparation and closing of school kitchens.
- Train cafeteria staff on proper food preparation, sanitation, and service techniques.
- Coordinate food service operations, ensuring adherence to planned menus and portion controls.
- Collaborate with school administration on kitchen schedules and logistics.

Food & Inventory Management:

- Prepare and place food orders for breakfast and lunch programs.
- Conduct and maintain accurate inventory records of food, supplies, and materials.
- Oversee food safety, including monitoring temperatures and securing storage areas.
- Rotate stock to minimize waste and ensure freshness.

Compliance & Reporting:

- Enforce health department regulations and Board policies.
- Maintain accurate financial records, including sales, deposits, and operating reports.
- Prepare production and inventory reports for district and state compliance.
- Interact with health and state inspectors, addressing any compliance issues.

Customer & Staff Engagement:

- Foster a welcoming cafeteria environment that promotes positive interactions with students, staff, and parents.
- Handle public inquiries with tact and diplomacy, maintaining confidentiality where required.
- Promote good public relations through professional appearance and demeanor.

Administrative Support:

- Operate cash registers and manage point-of-sale technology.

- Send notices to families regarding account balances or charges.
- Participate in district food service meetings and contribute to program improvement.

Additional Duties:

- Provide on-the-job training to staff.
- Recommend disciplinary actions to the food service supervisor as needed.
- Coordinate maintenance and repairs for kitchen equipment.
- Perform other related duties as assigned by supervisors or administrators.

Qualifications:

- **Education:** High school diploma or GED.
- **Experience:** At least 1–2 years of relevant experience.
- **Skills:**
 - Effective communication (oral and written).
 - Strong organizational and problem-solving abilities.
 - Ability to work independently and as part of a team.
 - Training in chemical safety (OSHA/PERRAC).

Physical & Working Conditions:

- Regularly required to stand, walk, lift (up to 50 lbs), and operate kitchen equipment.
- Occasional exposure to extreme temperatures (e.g., ovens, freezers).
- Ability to work overtime, evenings, weekends, or summers as needed.
- May involve travel between district locations for supply delivery or operational support.

Performance Expectations:

- Ensure compliance with all health and safety standards.
- Maintain accurate financial and operational records.
- Create a positive and efficient work environment for staff and students.
- Demonstrate professionalism and adaptability in a fast-paced environment.