



Jackson-Madison County School System

NOTICE OF VACANCY

Deadline: Until Filled

TITLE: Cafeteria Manager

REPORTS TO: Field Food Service Manager / Director of School Nutrition

SUPERVISES: School cafeteria staff

TERM: (188-day calendar), Non-exempt

JOB GOAL: To manage the overall operation and functions of a school cafeteria that serves breakfast and lunch, a la carte and after-school snacks in compliance with the USDA, state, and local regulations

QUALIFICATIONS AND TRAINING:

- Must possess a high school diploma or general equivalency diploma (GED)
- Must be able to withstand associated working factors of physical stamina (continual standing, walking, pushing, pulling, bending, kneeling, and moderate lifting or carrying common to food service operations to include temperature variances of extreme hot and cold temperatures)
- Must have at least three (3) years of food service-related experience, preferably school nutrition
- FBI/TBI Fingerprint and Background Clearance every five (5) years

Alternatives to the above qualifications as the Superintendent might find appropriate and acceptable

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

- Plans, coordinates, oversees, participates, and assigns staff as required in the preparation and serving of food; prepares food and supply weekly orders and conducts inventory of supplies; prepares food production usage entries/records for daily documentation and maintains accurate records for compliance including staff time maintenance
- Verifies food quantity, quality, specifications of orders and compliance with mandated HACCP controls and projected menu requirements while adhering to the USDA school meal standards
- Maintains integrity and accountability of the school meal program through internal controls and compliance with all federal, state, and local regulations
- Maintains positive interactions with staff members, students, parents, teachers, and visitors
- Performs other duties as assigned by the field manager or director of school nutrition

The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.