



Para-Professional – Job Description

Job Title: Cafeteria Manager I

Pay Grade: SO 04

Min \$21,960/Mid \$27,113/\$Max \$32,267

Reports To: Area Supervisor & Food Service Director

FLSA Status: Non-exempt

Dept./School: Food Service Department

Minimum Duty Days: 183 days

Primary Purpose:

To comply with program regulations, maintain high standards of food safety and accountable for all inventory, supervise Food production and service for students and staff in a safe and nurturing environment at the elementary school level.

Minimum Requirements:

- High School Diploma or G.E.D.
- Certified Food Manager's License or similar certification (such as Servsafe Certification)
- Basic experience in the use of Microsoft Office Programs.
- Experience in data entry.
- Read, write, and understand English and Spanish
- Three years as a Food Service Worker II with LISD CNP or two years of experience as Assistant Manager at LISD Child Nutrition Program or two years of food service operations experience as a manager in schools, universities, or commercial operations

Preferred Requirements:

- Experience in completing Food Service Procedures such as completing meal and claim reports, cash handling, HACCP Program, placing food orders, checking inventory, and completing food production records.
- Experience managing a HACCP Plan or Food Safety Plan.
- Associate degree in culinary arts or completion of management training through previous corporate employers training program.

****Upon being hired, managers must keep up to date and current with the new USDA requirement of Professional Standard (classes) and hours throughout the school year as provided by Region One, TDA and CNP, including ServSafe certification or equivalent.***

Special Knowledge/ Skills:

- Experience in food production and operations.
- Successful completion of manager training.
- Basic computer skills. (Email, Internet, Word, Excel)
- Good mathematical skills.
- Ability to organize, delegate, train, supervise, coach and discipline employees.
- Ability to prepare and maintain accountability records.
- Ability to carry out the program requirements.

- Ability to be courteous and tactful in dealing with people.
- Physical ability to perform duties.

Major Responsibilities and Duties:

1. Work at any assigned campuses throughout the district and be reassigned as necessary to comply with Food Service cafeteria staffing patterns and meal per labor hour compliance.
2. Follows all district and program policies and procedures as stated in the Laredo ISD employee handbook, city of Laredo Health Department and TFER state food services rules.
3. Operates an efficient and successful cafeteria program that meets the needs of the school in a manner that results in high customer satisfaction.
4. Operates a break-even food service program in accordance with federal, state, and local regulations.
5. Develops and implements a production board and work schedule system for all staff that is fair and rotates staff for cross-training while ensuring that work simplification techniques are used.
6. Assists in the cooking as well as preparation and ensures that the staff follow standardized recipes.
7. Assists in the POS System and ensures that all meals are reimbursable.
8. Plans, prepares, and serves safe, good, quality food in proper quantities, at the appropriate time and temperature following menus and making appropriate substitutions when necessary.
9. Trains, supervises, directs, motivates, disciplines, counsels, and evaluates employees. Maintains a good working environment and keeps required documentation on each employee.
10. Supervises serving setup, cashiers, all money handling, and bank deposits and POS reports.
11. Able to use the different food service computer programs including POS, menu-planning, and inventory systems to prepare and/or supervise daily reports (POS, HACCP, food/non-food orders, etc.) as well as food production records.
12. Supervises and prepares the completion of all daily reports and food production records promptly for accountability.
13. Trains and supervises all staff in all areas, including receiving and storage of all merchandise.
14. Evaluates daily menus and all food served; adjusts meal servings and/or substitutions as needed.
15. Consults daily with staff on leftover food and how to properly utilize it.
16. Ensures orders of food, supplies, and equipment needed according to procedures and maintains good storage and inventory controls at campus assigned by conducting on-going inventory checks and audits.
17. Forecasts and orders of food, supplies, and equipment needed according to procedures.
18. Ensures the proper cleaning of kitchen, dining room, storage facilities (including cooler/freezer) daily.
19. Complies with the federal, state, and local regulations in the day-to-day operations of the program.
20. Builds a good public relation with students, staff, parents, and visitors by actively promoting and marketing the food service program.
21. Cooperates with principal, faculty, staff, parents, and students to foster a good work relationship and environment.
22. Attends in-service or staff development training to obtain training hours to comply with USDA Professional Standards requirement of food service employees.
23. Proficient in the use of different programs (POS, menu-planning, inventory reports, food production records) to ensure program compliance.
24. Ensures and maintains required standards of Personal Hygiene: wear LISD issued ID, always be clean and neat, always wear a hair restraint, neatly trim beard and/or mustache and cover beard when preparing and serving food, wear a clean uniform provided by L.I.S.D., always wear anti-slip shoes, daily and trimmed fingernails. Adheres to LISD dress code and the Texas Food Establishment Rules such as no nail polish, chewing gum, jeans (only when approved), jewelry, use of cellphone, smoking, etc for self and those under their supervision.
25. Performs other duties as may be assigned.

Supervisory Responsibilities:

- Cafeteria Staff

Equipment Used:

- Cafeteria equipment, small wares equipment such as blenders and mixers, computer, fax machine, menu planning, POS, and inventory software programs.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress and work with frequent interruptions.
- Moderate lifting and carrying minimum of 25-30 lbs.
- District/Statewide travel
- Exposure to biological hazards
- Prolonged standing, walking, and working irregular hours.
- Hearing, speaking clearly.
- Working alone or in a team
- Able to bend, stoop, reach, push and pull frequently throughout the day.
- Work in extreme temperatures: hot (kitchen preparation) and cold (freezers and coolers) as needed.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date