



Para-Professional – Job Description

Job Title: Cafeteria Manager III

Pay Grade: SO 06

Min \$31,680/Mid \$39,107/Max \$46,534

Reports To: Area Supervisor & Food Service Director

FLSA Status: Non-exempt

Dept./School: Food Service Department

Minimum Duty Days: 220 days

Primary Purpose:

To comply with program regulations, maintain high standard of food safety, supervise food production and service for students and staff in a safe and nurturing environment.

Minimum Requirements:

- High School Diploma or G.E.D. from a school recognized by the Texas Education Agency/Texas Private School Accreditation Commission
- Certified Food Managers License or similar certification (such as Servsafe Certification)
- Physical ability to perform duties.
- Basic experience in the use of Microsoft Office Program (Outlook)
- Experience in data entry
- Understand, read, and write English and Spanish.
- Four years of experience as a Cafeteria Manager I, **OR** four years of experience as a Cafeteria Manager II, **OR** five years of experience as an Assistant Manager, **OR** five years of combined experience as an assistant manager or cafeteria manager (all experience must be from LISD Food Service Program) **OR** five years of food service operations experience as 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.
- 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.
- Ability to supervise staff.

Major Responsibilities and Duties:

1. Works at any assigned campuses where a Manager III is needed 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 service 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. 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.
7. Trains, supervises, directs, motivates, disciplines, counsels, and evaluates employees. Maintains a good working environment and keeps required documentation on each employee.
8. Assists in the POS System and ensures that all meals are reimbursable.
9. Assists in the cooking preparation and ensures that the staff follow the standardized recipes.
10. Supervises serving setup, cashiers, all money handling, and bank deposits, and POS daily reports.
11. Proficient in the use of 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. Trains and supervises FSAll and other staff in receiving and storage of all merchandise.
13. Supervises and prepares the completion of all daily reports and food production records promptly for accountability.
14. Evaluates daily menus and all food served and makes appropriate substitutions according to the program regulations.
15. Consult daily with staff on leftover food and how to properly utilize it.
16. Forecasts and orders of food, supplies, and equipment needed according to procedures.
17. Keeps good inventory controls at campus by utilizing FIFO and following all food safety processes and procedures and conducts on-going inventory checks and audits.
18. Ensures the proper cleaning of kitchen, dining room, equipment, storage facilities (including cooler/freezer) daily.
19. Complies with federal, state, and local regulations in the day -to- day operation of the program.
20. Builds good public relations and actively promotes and market the foodservice program.
21. Perform related work as required by the Child Nutrition Administration.
22. Cooperates with principal, faculty, staff, parents, and students to foster a good work relationship and environment.
23. Attends in-service or staff development training to obtain training hours to comply with USDA Professional Standards requirement of food service employees.
24. Assists in the operations of the Summer Food Service Program (SFSP Program) as a prep site for CNP summer sites.
25. 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.
26. Perform other duties as may be assigned.

Supervisory Responsibilities:

- Cafeteria Staff

Equipment Used

- Cafeteria kitchen equipment, small ware equipment such as blenders and mixers, computer, and fax machine, menu planning and inventory software.

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