

## MAUMEE BOARD OF EDUCATION

### JOB DESCRIPTION

**Title:** 9.03 Cafeteria Manager

**Reports To:** Supervisor of Food Service, Principal, Assistant Superintendent, Superintendent

**Employment Status:** Part Time

**FLSA Status:** Non-exempt

**Qualifications:**

1. Minimum age of 18 with a high school diploma or its equivalent.
2. Ability to work successfully in a team relationship with administrators, teachers, students, community members, school groups, and operational staff.
3. Experience with the National School Lunch Program and/or institutional food service preferred.
4. Ability to perform basic math and reading tasks.
5. Possess a tolerant and pleasant personality under sometimes demanding work situations.
6. Ability to lift a minimum of 30 pounds without assistance.
7. Possess knowledge of proper sanitation procedures. **Must obtain level II Ohio Food Safety Certification within 3 months of job acceptance.**
8. Demonstrate good organizational skills.
9. Ability to make sound decisions and work without direct supervision.
10. Experience working with and around children the same age as the children being provided service is preferred.
11. Ability to operate basic kitchen equipment.
12. Ability to stand for extended periods of time.
13. Good health, high moral character, and excellent employment attendance record.
14. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

**General Description:** Responsible for set up and serving of foods at lunchtime and general clean-up duties, preparation of food orders and production records, inventory, limited baking and reheating of foods.

**Essential Functions:**

1. Check in food received and record the temperature.
2. Set up the serving line for lunch.
3. Serve meals to students and staff.
4. Heat/reheat menu items.
5. Must know and understand requirements of the National School Lunch Program. Must know correct portion sizes.

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6. Fill out food production records accurately and completely.
7. Knowledgeable about sanitation procedures and practices.
8. Knowledgeable about safety practices and procedures.
9. Clean and sanitize the kitchen and service area.
10. Take inventory and conduct safety inspections when required.
11. Prepare all food and supply orders weekly.
12. Responsible for the security of the kitchen area.
13. Responsible for promoting the school food service program.
14. Able to operate all kitchen equipment.
15. Assist with monitoring of student behavior to ensure proper and safe conduct in the lunchroom when needed.

**Other Duties and Responsibilities:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District and
4. Perform other tasks related to the Cafeteria Manager's duties as assigned by the Supervisor of Food Service, Principal, Assistant Superintendent, or Superintendent.

**Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with escalated children.

9/98  
Revised 8/00  
3/03  
11/04  
1/05  
11/05  
5/07  
7/08  
4/12  
10/17  
3/25