

ORANGE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: CAFETERIA MANAGER

File 802

Reports to: Food Service Supervisor

Job Objective: Manages food service operations.

- Minimum Qualifications:**
- High school diploma or GED. Food service and budget management skills substantiated by training/work experience. Management experience in an institutional setting is preferred.
 - Ability to multi-task while maintaining composure in a stressful/fast pace environment.
 - Ability to perform physically demanding work that includes lifting up to forty (40) pounds.
 - Available to work irregular hours/non-traditional schedule when required.
 - Demonstrates skill in developing/managing people using a "hands-on" leadership approach.
 - Demonstrates sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Follows complex instructions and recognizes/corrects errors independently.
 - Interacts confidently with others and displays a strong customer-service focus.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets mandated health screening requirements following a conditional offer of employment.
 - Shows evidence of core computer competencies deemed essential at the time of hire.

Work Days: School Days as needed.

- Essential Functions:**
- 1. Manages cafeteria operations. Establishes/sustains a culture of high expectations and accountability for the delivery/improvement of food services.**
 - Implements a strategy to ensure assigned tasks are completed within required time-frames.
 - Facilitates program compliance with all pertinent local, state and federal laws.
 - Implements organizational practices that encourage employee commitment to change initiatives.
 - Actively supervises assigned staff. Establishes appropriate levels of employee autonomy. Models support for district goals. Assumes responsibility for the results of duties delegated to staff.
 - Orders program materials/services appropriate for the purposes/needs of the district. Maintains adequate par levels per NSLP regulations and menus. Controls costs.
 - Complies with USDA child nutrition guidelines. Provides appealing consumer-orientated food options. Monitors customer satisfaction. Attends to the needs of students with dietary restrictions.
 - Uses standardized recipes to maintain quality control. Completes production sheets.
 - Ensures compliance with district specifications and health/safety regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors and maintains temperature records.
 - Directs serving line set up and the attractive presentation/serving of food.
 - Oversees and assists with the cleaning/sanitization of equipment and the storage/disposal of leftover food.
 - Maintains a systematic filing system that supports the efficient retrieval of records.
 - Reconciles, prepares and makes bank deposits. Collects paperwork for audits. Submits records to the Food Service Supervisor.
 - Coordinates preparation/clean-up activities for district special events. Assists with non-school use of food service facilities (e.g., rental, scheduling, set-up, etc.).
 - Assists with the management of non-consumable asset records.
 - Evaluates operational performance. Identifies short/long-range program needs/opportunities.
 - Protects district property. Ensures kitchen/storage areas are secured at the end of the day.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Cultivates relationships that promote a strong commitment of public support for the district.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Maintains a professional appearance. Wears work attire per negotiated agreement.
 - Maintains an acceptable attendance record and is punctual.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Sustains an effective and positive work/learning environment. Performs all assigned duties.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Regularly reads district e-mails and responds promptly.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques.
- Respects diversity.
- Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.
- Assists with evacuation drills and building emergencies.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Managing aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Board of Education.

The Orange City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

"The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District."