

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT

CAFETERIA MANAGER

MSIS COUSE/WORK CODE(S):

751006 - Cafeteria Manager - Has charge of the school cafeteria and works under the direction of the district Food Service Supervisor.

Required Endorsement(s): None

QUALIFICATIONS:

1. High school diploma or GED required,
2. ServSafe Certification,
3. Adequate background of training and experience in the preparation of food, supervision of employees, and
4. Other qualifications that may be established by the Board of Trustees and the State Department of Education.

PREFERRED QUALIFICATION:

Must successfully completed the manager training class and successfully performed responsibilities while training as an on the job manager and/or have experience in school food services or other food service.

COMPETENCIES:

1. Dexterity
2. Listening and Communication Skills
3. Physical Stamina
4. Physical Strength
5. Comprehension
6. Sense of Taste and Smell

REPORTS TO:

Food Service Supervisor

SUPERVISES:

Cafeteria Workers

JOB GOAL:

Efficiently serve students and faculty of the District appetizing as well as nutritious meals in an atmosphere of cleanliness and warmth. Supervise the preparation of food and/or meals to meet mandated nutritional and projected meal requirements in a timely manner. Supervise cafeteria workers and the day-to-day operations of the cafeteria.

PERFORMANCE RESPONSIBILITIES:

1. Greet, interact and serve students by answering any questions about food items.
2. Attend all meetings and workshops arranged by the cafeteria food service supervisor.
3. Supervise staff which involves direct and indirect responsibilities training and performance appraisal.
4. Orients and trains staff in proper work practices when they are hired and conducts and evaluates retaining and refresher training.
5. Evaluates safe work practices in job performances reviews.
6. Submitting grocery orders on the weekly basis.
7. Responsible for checking in food shipments into the cafeteria check for quality, sign and date invoices only after each order has been verified.
8. Training personnel in operation procedures.
9. Plan, coordinate assign, oversee and participate as required in the preparation, cooking and serving of food; preparing and maintaining necessary production and meal records daily.
10. Maintain consistency in food preparation and service to students and school staff.
11. Accept forms of payment from students, faculty and/or guests of the cafeteria. Dispense change as needed.
12. Operate and balance cash register.
13. Maintain accurate records and reports which includes but is not limited to the following:
 - Counting and recording the amount of leftovers and food use
 - Reconciling money
 - Tracking account balances
 - Informing students of their lunch balances
14. Maintain and submit all food and equipment inventories monthly.
15. Report to the food service supervisor any faulty or inferior quality food which is received.
16. Report to the food service supervisor faulty equipment.
17. Prepare food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
18. Following Standard Operation Procedures written plan at each school site for food preparation and service.
19. Apply Hazard Analysis Critical Control Points (HACCP) principles that include methods for the following:
 - Documenting menu items in the appropriate HACCP process category
 - Document Critical Control Points of food production
 - Monitor temperature control
 - Establish and document corrective actions
 - Recordkeeping
20. Supervise the daily cleaning/sanitizing of all dishes, kitchen equipment, work area, sweeping, and mopping.
21. Serve as a food safety resource for your school by providing food safety information, demonstrations, or workshops and promoting your school's food safety efforts and accomplishments.
22. Confer with the food service supervisor regarding any personnel problems
23. Report to the principal and food service supervisor any problem or accident occurring in the kitchen or the cafeteria premises.

24. Responsible for monitoring and keeping daily records of refrigerated equipment Monday-Friday. Check once on Saturday or Sunday and every other day during holidays/summer.

WORK ENVIRONMENT:

This job operates in a fast-paced indoor kitchen environment, housed with commercial kitchen equipment such as ovens, stoves and dishwasher. The employee is frequently exposed to heat, steam and noise.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires significant lifting, carry, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching and/or crawling; and or significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. Must be able to lift up to 50 pounds. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures

TERMS OF EMPLOYMENT:

Salary, work day, and work year to be established by the Board of Trustees.

EVALUATION:

Performance on this job will be evaluated annually in accordance with provisions of Board policy on evaluation of support staff.

APPROVED BY:

DATE: _____

REVIEWED AND AGREED TO BY:

DATE: _____

REVISED APRIL 2013
REVISED APRIL 2016