

## **Cafeteria Manager**

The job of Cafeteria Manager is done for the purpose/s of assisting food service personnel to perform their functions in a safe and efficient manner; providing food services at the assigned site that meets the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health standards.

### **Functions**

- Maintains accurate records for the purpose of meeting the requirements by the state and J.S.D.A.
- Maintains inventory records for food, supplies, and commodities for the purpose of maintaining adequate quantities and security of items.
- Orders food and supplies for food operation as per bid specifications for the purpose of ensuring availability of items and meeting district policy.
- Plans, schedules and supervises work of cafeteria employees for the purpose of assisting them in performing their functions in a safe and efficient manner.
- Responsible for receipt, storage, preparation, and serving of food for the purpose of verifying quantity and specifications of orders and meeting mandated nutritional requirements and projected meal requirements.
- Supervises overall operation of the cafeteria, kitchen, and auxiliary food areas for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards.
- Wears proper uniform including hair net and name tag for the purpose of meeting mandated health standards.

### **Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in preparation of food. Ability to lift 50 pounds, bend, stoop, stand and reach.

**KNOWLEDGE** is required to perform basic math; read and follow instructions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: Basic knowledge in: Federal Lunch Program, food preparation and sanitation, basic nutrition and consumer education.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: Ability required to maintain appropriate interpersonal relations with students and staff of the district.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing a department; and tracking budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under in a clean atmosphere.

**Experience Education**

Job related experience is required.  
High School diploma or equivalent.

**Certificates & Licenses**

Food Handler's Certificate

**Clearances**

Criminal Justice/Fingerprint Clearance TB Clearance

<b>Reports to:</b>	Director of Food & Nutrition
<b>Terms of Employment:</b>	10 Months
<b>FLSA Status:</b>	Non-Exempt
<b>Salary:</b>	Support Salary Schedule, Grade 18 \$16.96 - \$19.09