

Job Title: Cafeteria Manager Middle School**Wage/Hour Status:** Hourly**Reports to:** Food Service Supervisor
Campus Administrator**Pay Grade:** 705**Dept. /School:** Food and Nutrition Services**Date Revised:** August 4, 2023**Primary Purpose**

Supervise, train, and manage campus food service operations.

Qualifications**Education/Certification**

High School Diploma/GED

Valid and current Food Service Management Certificate

Special Knowledge/Skills

- Knowledge of methods, materials, and equipment used in food preparation
- Ability to manage personnel
- Effective planning and organizational skills
- Strong communication and interpersonal skills

Experience

Three (3) years experience in food service management

Major Responsibilities and Duties

1. Maintain integrity and accountability of the Child Nutrition Program through compliance with all federal, state, and local regulations.
2. Conduct the procurement process within the boundaries of school, state, and federal purchasing guidelines to protect the integrity of the program to ensure adequate food and supplies are on hand.
3. Operate the Child Nutrition Program to provide proper receiving procedures and storage techniques that ensure foods and non-foods maintain high quality and nutritive value until consumed.
4. Operate school's Child Nutrition Program within established guidelines for a financial management system that provides a cost-effective program of high integrity.
5. Maintain and submit a variety of manual and computerized reports and forms.
6. Implement department and district policies and regulations of the National School Lunch and Breakfast Programs.
7. Communicate effectively with employees, campus staff, students, and parents.
8. Recommend small equipment replacements.
9. Provide an environment conducive to protecting the health and well-being of the school's children through high levels of sanitation standards.
10. Develop standards of excellence for providing and maintaining quality in the presentation and service of food according to policies, procedures, and department requirements.
11. Provide a system for preparing and maintaining records that reflect an accurate report of planned menus, food produced, and food discarded.
12. Prepare production worksheets using forecasted participation and calculating required number of portions and bulk quantities of foods to prepare.
13. Supervise, train and evaluate personnel in their job performance, duties and skills promoting efficiency, morale, teamwork, safety and sanitation.
14. Maintain kitchen and equipment in good state of repair. Prepare requests for maintenance as needed and follow up to ensure problems are resolved.
15. Develop and maintain good public relations with students, staff, faculty, and allied groups. Work cooperatively with campus administrators to accommodate temporary schedule changes and special serving requirements.
16. Supervise the operation of one or more snack bars.

Supervisory Responsibilities

Supervise assigned staff

Equipment Used

Large and small kitchen equipment and tools including electric slicer, mixer, steamer, deep-fryer, sharp cutting tools, ovens, dishwasher, and computer.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying. Some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

Terms of Employment

187 days; hourly rate to be established by the Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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