

Job Title: Cafeteria Manager ES	Wage/Hour Status: Hourly
Reports to: Supervisor Food Services	Pay Grade: 704
Dept./School: Food and Nutrition Services	Date Revised: August 2, 2023

Primary Purpose:

Manage food service operations including staff supervision, food production and services, marketing, and sanitation.

Qualifications

Education/Certification

High School Diploma/GED
OR Higher Education from an accredited institution of higher learning
Valid Food Service Management Certificate

Special Knowledge/Skills

- Knowledge of methods, materials, and equipment used in food preparation
- Ability to manage and train personnel
- Computer skills
- Effective planning and organizational skills
- Excellent public relation skills
- Ability to read, write, communicate and compute effectively

Experience

In-District Applicants
One (1) year food service management
Out-of-District
Two (2) years food service management

Major Responsibilities and Duties:

Kitchen Production

1. Over the safe and efficient preparation of quality meals for students and staff.
2. Ensure Hazard Analysis and Critical Control Points (HACCP) guidelines are in effect and document properly.
3. Accurately complete meal production records (PR) in a timely manner, training staff on use of production tools.
4. Receive, store, and organize food and warehouse items, check items upon receipt of quality.
5. Maintain kitchen and equipment in a good state of repair, prepare requests for maintenance as needed and follow up to ensure requests are resolved.
6. Recommend equipment replacements.
7. Perform other duties as assigned by supervisor.

Staff Management

8. Supervise, train, and evaluate personnel in their job performance, duties, and skills promotion, efficiency, morale, teamwork, safety, and sanitations.
9. Effectively manage assigned staff, cross train employees to optimize kitchen efficiency and performance.
10. Ensure staff meets department regulations and standards of conduct.
11. Mentor staff providing constructive feedback and encourage optimal performance, use positive communication techniques to organize, correct and manage staff.
12. Appropriately utilizes the district progressive discipline plan to enhance employee performance,
13. Provide feedback to assigned employees using department mid-year and year end evaluation forms.

Regulation Compliance

14. Maintain integrity, accountability of the Child Nutrition Program through compliance with the Federal, state, and local regulations
15. Ensure that meals claimed for reimbursement comply with United States Department of Agriculture (USDA) guidelines.
16. Work cooperatively with the Health Department to ensure that kitchen staff is working in accordance with guidelines.
17. Monitor school for compliance with the Texas Public School Nutrition Policy and provide education/information.
18. Act as a member of the Coordinated School Health Wellness Team to assist the school to meet the goals and objectives of the Campus Improvement Plan.

Financial Accountability

19. Operate the school's Child Nutrition Program within established guidelines to ensure a cost-effective program of high integrity.
20. Use the EPISD Food & Nutrition production record system for account of planned menus, food production and food discard.
21. Properly claim the kitchen food, paper and equipment inventory.
22. Correctly account for food and warehouse items through the monthly inventory process.
23. Accurately forecast menu needs and order food items, paper goods according to the ordering calendar.
24. Organize kitchen staff schedules to meet and or exceed departmental staffing standards.
25. Maintain and submit required forms and reports as needed.

Customer Service

26. Oversee the distribution of meals to students and staff with an emphasis on customer satisfaction.
27. Communicate, develop, and maintain good public relations with students, staff, parents and allied groups.
28. Appropriately deal with customer questions, concerns or issues, offer accurate information and follow through to ensure satisfaction of services.
29. Work cooperatively with campus administrators temporarily schedule changes and special serving requirements.

Quality Control

30. Ensure the quality and presentation of food items are of the highest standards.
31. Ensure the serving line is set and ready for service at designated mealtimes.
32. Train staff on the use of department recipes and recipe conversion.

Other

33. Maintain a clean, neat and orderly work area.
34. Attend assigned trainings and managers' meetings.

Supervisory Responsibilities

Assigned personnel

Equipment Used

Computer, printer, point of sale (POS), fax machine, phone, and adding machine, large and small kitchen equipment and tools including tilting braising pan, pot sink, steam line, holding units, electric slicer, mixer, vegetable, cutter, steamer, sharp cutting tools, ovens, and dish machine.

Working Conditions

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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