

Job Title: Cafeteria Manager High School	Wage/Hour Status: Hourly
Reports to: Supervisor Food Services	Pay Grade: 405
Dept./School: Food and Nutrition Services	Date Revised: November 1, 2018

Primary Purpose

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

Qualifications

Education/Certification

High school diploma or GED
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
- Strong communication and interpersonal skills
- Excellent public relations
- Ability to read, write, compute and communicate

Experience

Three (3) years experience in food service management

Major Responsibilities and Duties

Kitchen Production

1. Oversee 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 properly documented.
3. Prepare a versatile and customer-friendly daily menu for the school site using the choices within the middle and high school posting menu.
4. Accurately complete meal production records (PR) in a timely manner; train staff on use as a production tool.
5. Participate in all Food & Nutrition Services (FNS) middle/high school promotions.
6. Oversee the operation of school snack bars.
7. Maintain kitchen and equipment in a good state of repair; prepare requests for maintenance as needed and follow up to ensure issues are resolved.
8. Recommend equipment replacements.

Staff Management

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

Regulation Compliance

16. Maintain integrity and accountability of the Child Nutrition Program through compliance with all federal, state, and local regulations.
17. Ensure that meals claimed for reimbursement meet United States Department of Agriculture (USDA) guidelines.
18. Work cooperatively with the Health Department to ensure the kitchen and kitchen staff are functioning within guidelines.
19. Monitor school for compliance with the Texas Public School Nutrition Policy and provides education/information.
20. Act as a member of the Coordinated School Health wellness team to the school meet the goals and objectives of the Campus Improvement Plan, as indicated.

Financial Accountability

21. Operate the school's Child Nutrition Program within established guidelines to ensure a cost-effective program of high integrity.
22. Use the EPISD Food & Nutrition Services production records as a system for accounting for planned menus, food produced, and food discarded.
23. Properly maintain the kitchen's food, paper and equipment inventory.
24. Correctly account for food and warehouse items through the monthly inventory process.
25. Accurately forecast menu needs and order food items/paper goods according to the ordering calendar.
26. Account for snack bar inventory and sales daily.
27. Organize kitchen staff schedules to meet or exceed departmental staffing standards.
28. Maintain and submit required forms & reports as directed.

Customer Service

29. Oversee the distribution of meals to student and staff with an emphasis on customer satisfaction.
30. Develop and maintain good public relations with students, staff, faculty, and allied groups.
31. Communicate effectively with employees, campus staff, students, and parents.
32. Appropriately deal with customer questions, concerns and issues, offering accurate information and follow-through.
33. Work cooperatively with campus administrators to accommodate temporary schedule changes and special serving requirements.

Quality Control

34. Ensure the quality and presentation of food items are of highest standards.
35. Ensure serving line is set and ready for service at designated meal times.
36. Train staff on the use of department recipes and recipe conversion.

Other

37. Maintain a clean, neat and orderly work area.
38. Attend all assigned trainings and managers' meetings.

Supervisory Responsibility

Supervise all assigned staff

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, 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

184 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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