

Job Descriptions

Job Title: Cafeteria Manager

Exemption Status/Test: Nonexempt

Reports to: Superintendent

Date Revised:

Dept./School: Cafeteria

Primary Purpose:

Responsible for on-site leadership of campus school nutrition operations. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Central Office administration. Ensure all operations follow safe food handling standards.

Qualifications:

Education/Certification:

High school diploma or GED
Certified Food Manager (CFM)

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation
Knowledge of food handler safety
Ability to manage personnel
Effective organizational, communication, and interpersonal skills

Experience:

Experience in institutional food service operations

Major Responsibilities and Duties:

Cafeteria Management and Food Preparation

1. Develop work schedules, assign work to campus school nutrition workers, and oversee completion of duties.
2. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
3. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.

Safety and Sanitation

4. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.

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5. Conduct food handler safety training at the campus level and enforce standards of cleanliness, health, and safety.
6. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
8. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

9. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
10. Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.
11. Maintain logs on all equipment maintenance required within campus food service department. Perform preventive maintenance and report needed equipment repairs. Recommend replacement of existing equipment to meet department needs.
12. Conduct regular physical equipment and supplies inventory.

Policy, Reports, and Law

13. Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.
14. Review and submit accurate time and attendance records for payroll reporting purposes.
15. Complete annual continuing education requirements.
16. Other duties as assigned.

Supervisory Responsibilities:

Monitor the work and issue work assignments to campus food service workers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)



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Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____