



Job Title:	Cafeteria Manager Trainee	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Child Nutrition Supervisor	Pay Grade:	Student Nutrition Services and Group 1
Dept. /School:	Child Nutrition/Campus(es)	Date Revised:	10/18/2011

Primary Purpose:

Manager in training positions are training for potential manager positions and subject to being placed as needed.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation

Ability to be trained to manage personnel

Trainees are required to attend the School Food Service Certification classes. They must complete all classes through Level 4. Employees may apply for reimbursement of tuition after completion of each course. If course is not completed within three years, the trainee is subject to transfer to a worker position.

Knowledge of computer/cash register operation and procedures of district.

Effective planning and organizational skills

Experience:

One-year experience in institutional food service operations or previous manager experience

Major Responsibilities and Duties:

Cafeteria Management:

1. Serve as work leader in the kitchen during food preparation, assisting whenever needed.
2. Learns every aspect of food preparation, service, storage, ordering, portion control, clean up and related activities.
3. Learns methods of money handling during the serving period. Cashiers in the event of a shortage of cashiers.
4. Assist in counting money each day and signing bank worksheet and deposit slips.

Policy, Reports, and Law:

5. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
6. Assist the manager and becomes proficient in reports of daily and monthly financial, production, and activity records.
7. Learns the techniques of good supervision and work scheduling.

Safety:

8. Ensure that food items are stored in safe and hazard-free environment.
9. Assist in enforcing standards of cleanliness, health, and safety following health and safety codes and regulations.
10. Maintain safe work environment.

Inventory and Equipment:

11. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
12. Maintain logs on all equipment maintenance required within campus food service department.
13. Perform preventive maintenance and report needed equipment repairs.
14. Assist in the conducting of the annual physical equipment and supplies inventory.

Other:

15. Attends meetings as designated by the Director of Child Nutrition Services.
16. Attends all in-service programs and either TEA or TSFSA workshop each year in order to keep abreast of new techniques and operations.
17. Perform other duties as assigned by Director or Manager.
18. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, oven, dishwasher, and food and utility cart.

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.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.