Job Title:	Elementary/Intermediate School Cafeteria Manager	**Wage/Hour Status:**	Non-Exempt
Reports To:	Field Supervisor	**Pay Grade:**	Auxilary 5
Dept. /School:	Student Nutrition	**Date Revised:**	12/05/2016

Primary Purpose:

Manage all phases of cafeteria management at the campus level including but not limited to day to day operations, food production records, ordering, bank deposits, specialist work assignments, etc.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Knowledge of methods, materials, equipment, and appliances used in food preparation
Ability to manage personnel
ServSafe Certification required (or ability to obtain)
Knowledge of computer/cash register operation and procedures of district.
Effective planning and organizational skills
Effective communication skills

Experience:
Minimum one-year experience in school food service operations.

Major Responsibilities and Duties:

Cafeteria Management:

1. Plan and prepare up to 1000 meals daily.
2. Supervise up to five staff members daily.
3. Serve as work leader in the kitchen during food preparation, training whenever needed.
4. Supervises every aspect of food preparation, service, storage, ordering, portion control, clean up and related activities.
5. Supervises money handling during the serving period. Cashiers in the event of a shortage of cashiers.
6. Lead person in end of day procedures including counting money each day, signing bank worksheet and deposit slips.
7. Ability to handle difficult situations in a professional manner.

Policy, Reports, and Law:

8. Ensure that food is produced safely and is of high quality according to policies, procedures, recipes and department requirements.
9. Proficient in reports of daily and monthly financial, production, and activity records.
10. Provides detailed work scheduling for staff members.
11. Has knowledge of and implements policies and procedures in accordance with department, district, state and federal regulations.

Safety:

12. Ensure that food items are stored in safe and hazard-free environment.
13. Enforcing standards of cleanliness, health, and safety following health and safety codes and regulations.
14. Maintain safe work environment.

Inventory and Equipment:

15. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
16. Maintain logs on all equipment maintenance required within campus food service department.
17. Perform preventive maintenance and report needed equipment repairs.
18. Conducting of the annual physical equipment and supplies inventory.

Other:

19. Attends meetings as designated by the Director of Student Nutrition Services.
20. Attends in-service programs and ESC workshops each year in order to keep abreast of new techniques and operations.
21. Perform other duties as assigned by Director or Field Supervisor.
22. Other duties as assigned.

Supervisory Responsibilities:

23. Exhibits positive attitude and ability to build a team.
24. Conducts safety and operational meetings.
25. Oversee staff of 4 to 17 depending on the assignment.

Equipment Used:

Large and small kitchen equipment to include electric slicer, mixer, steamer, 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.