

LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2
JOB DESCRIPTION

TITLE: CAFETERIA MANAGER

QUALIFICATIONS:

1. High school diploma.
2. Food Service License
3. Certification of good health signed by a licensed physician. Be free of communicable diseases.
4. Good verbal and written communication skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Practices good grooming habits, with regard to personal hygiene, unquestionable cleanliness of body, clothing, hair, neat appearance, and posture.

REPORTS TO:

Superintendent

SUPERVISES:

Cooks and staff members designed by the Board or the Superintendent

JOB GOAL:

To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students. To maintain standards and regulations of the Federal Hot Lunch Program.

MINIMUM PERFORMANCE EXPECTATIONS:

1. Plans and directs the preparation and serving of all food in the cafeteria.
2. Assumes responsibility for the security of food and supplies.
3. Supervises the storage and care of food and supplies.
4. Plans the menus for the lunch program in accordance with state guidelines.
5. Supervises and participates in the preparation and serving of food.
6. Oversees and participates in the cleaning of kitchen, serving, storage, and dining areas.
7. Reports immediately to the superintendent any problem or accident occurring in the kitchen or the cafeteria premises.
8. Checks food shipments into the school, signing invoices only after each order has been verified.
9. Determines the quantities of each food to be prepared daily.
10. Determines the size of serving to meet the necessary requirements with regard to the ages of those served.
11. Oversees the locking of the kitchen, storeroom and freezer, also the maintaining of a correct monthly inventory.
12. Orders all necessary supplies as needed.

13. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
14. Assigns, directs, plans and supervises the work of cafeteria employees and arranges for substitutes when required.
15. Orders fresh fruits and vegetables from FAVORS and orders food items from Commodities.
16. Instructs new cafeteria employees in performing their assigned tasks.
17. Inspects for and maintains the highest standards and cleanliness in the kitchen and cafeteria premises.
18. Assumes responsibilities for checking that all equipment in the cafeteria area is in safe, working condition, and notifies the appropriate authority when repairs or replacements are needed.
19. Maintains records on food and supplies received and used and meals served.
20. Supervises and instructs kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
21. Assist in making sure we provide a safe environment for students, as per the risk management plan.
22. Perform other duties as assigned.

EQUIPMENT USES:

Computers and copiers. Slicer, mixer, dish washer, oven, braising pan, steam table, hot cart, disposal, broom and wet mop.

WORKING CONDITIONS/ PHYSICAL DEMANDS:

The working conditions described should be representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Education.

EVALUATION:

Evaluations conducted annually in accordance with provision of the Board's policy on Evaluation of Support Personnel.

I reviewed this job description and discussed its contents with my supervisor. I believe it accurately reflects the duties of this position.

Print Name

Signature of Staff Member

Date

I reviewed this job description and discussed its contents with the staff member whose signature appears above. I believe it accurately reflects the duties of this position.

Signature of Superintendent

Date

