

Job Title: School Cafeteria Manager

POSITION SUMMARY:

The Cafeteria Manager will oversee all aspects of the School Cafeteria operation. The job functions include administering, planning, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children, as they relate to the School Nutrition Program. The cafeteria manager shall partner with others in the school district/LEA and community to solicit support for the development of a sound nutrition program while following federal, state, and local guidelines. The School Nutrition Program is to provide an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Moderate physical activity requires handling of average-weight objects up to 40 pounds or standing and/or walking for more than four hours per day.

Conditions of Employment

1. Ability to lift up to forty pounds.
2. Ability to lift and manipulate heavy objects.
3. Ability to safely use cleaning equipment and supplies.
4. Knowledge of food preparation and presentation methods, techniques, and quality standards. Knowledge of supplies, equipment, and/or ordering and inventory control.
5. Successfully passed a background check.
6. High School Diploma or equivalent.

Chain of Command

The Cafeteria Manager reports directly to the School Nutrition Program Supervisor, and communicates effectively with the school Principal, students, parents, teachers, administrators, support staff, and community.

ESSENTIAL FUNCTIONS:

Customer Service

- Establishes quality standards for the presentation and service of food.
- Implements a school-wide customer service driven philosophy that focuses on food quality and satisfaction.

Sanitation, Food Safety, and Employee Safety

- Implement approved HACCP Plan and continually establishes procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develops and integrates employee safety regulations into all phases of the school food service operation.
- Conducts HACCP Assessments and maintains required HACCP documentation.

Financial Management and Recordkeeping

- Establishes measurable financial objectives and goals for the cafeteria.
- Manages the cafeteria fund balance using appropriate financial management techniques.
- Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Monitors money reconciliation (overages/shortages) of cashiers and monitors cashier procedures.

Food Production

- Develops procedures to ensure the food production system provides safe nutritious food of high quality.
- Ensures operational procedures for efficient and effective food production and distribution.
- Monitors the storage, preparation, usage, serving and leftover management of all food, supplies and labor used in food production.
- Develops and monitors cafeteria staff work schedules.

Procurement

- Implements school nutrition purchasing guidelines to ensure purchased food and supplies reflect bid specifications, policies, and nutrition objectives.
- Establishes standards for receiving storing, and inventorying food and non-food supplies based on sound principles of management (FIFO –First in, First out).

Program Accountability

- Ensures compliance with all local, state, and federal laws, regulations, and policies.
- Provides technical assistance and training for cafeteria staff as needed.
- Implements guidelines for providing services in response to emergency situations.
- Submits all required documents to the central office as requested and maintains all required documentation for current year and three years prior. The documents include, but may not be limited to:
 - production records
 - edit checks
 - daily computer reports
 - food orders including commodities
 - food inventory
 - HACCP documentation
 - bank deposits
 - money reconciliation
 - food safety checklists
 - benefit issuance documents/rosters
 - free/reduced applications/updates
 - meal counting/claiming documentation
 - student charge reports

- employee time sheets
- employee contact information
- special student diets or meal substitution documentation
- menus
- environmental reports
- foodservice site license
- job evaluations
- travel/mileage sheets
- accident reports.

Nutrition and Menu Planning

- Follows cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Assesses customer preferences to encourage participation in the SNP.

General Management

Implements and supports the philosophy and policies of the Rhea County SNP and Board of Education.

Personnel Management

- Implements personnel policies and procedures for the Rhea County SNP according to local, state, and federal regulations and laws.
- Evaluates cafeteria staff job performance annually.
- Obtain cafeteria substitutes as needed.
- Approve cafeteria staff overtime after consulting with the SNP Supervisor.

Facility Layout and Design and Equipment Selection

- Determines facilities' setup that ensures high quality customer service, wholesome food production, and efficient workflow.
- Requests equipment needs as budget allows.

Other

- Performs and directs job related proficiency with the highest ethical integrity.
- Performs and directs with a commitment to promote a quality SNP that meets the nutritional needs of the customers served.
- Performs and directs with an overall nature that is committed to the goals and visions of the school district.
- Performs and directs appropriate communication skills with the customers served.
- Attend all monthly manager meetings, called meetings, or training as required by the SNP Supervisor.