



## **CAFETERIA MANAGER II**

### **GENERAL RESPONSIBILITIES**

Responsible for planning, managing, monitoring, supervising and providing assistance in the provisioning, operation, and functions of a middle school food service facility (cafeteria) with a staff serving breakfast, lunch, supper, and ala carte sales.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, coordinate, assign, oversee and participate as required in the preparation, cooking and serving of food; preparing and maintain necessary records and files.
- Identify problems and suggest changes in methods and procedures.
- Open kitchen, set up equipment, prepare cafeteria for serving.
- Train personnel in operational procedures.
- Maintain accurate food service records.
- Maintain consistency in food preparation and service to students and school employees.
- Prepare equipment for food preparation and monitor refrigeration equipment.
- Order cafeteria supplies and prepares food orders as needed.
- Prepare food as needed; prepare USDA inventory and production records.
- Train staff and implement scratch cooking techniques.
- Set up monies for cash registers.
- Count and balance cash received, prepare deposit and make daily bank deposits.
- Prepare work details for next day; secures kitchen for next day and when not in use.
- Supervise cleaning and sanitizing of eating utensils, counters and equipment.
- Compile reports, bills, deposit slips and cash register reports.
- Receive, check and sign for food delivered to school, prepare work schedule, keep time sheets.
- Prepare food production reports, prepare roster sheets.
- Coordinate efforts with school staff, faculty and support personnel which include (delivery, maintenance, security, custodial).
- Attend meetings.
- Adhere to and enforce Food Service uniform guidelines.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the preparation, cooking, and serving of food in large quantities. Broad knowledge of food quality and values. Basic knowledge of special dietary requirements. General knowledge of the practices used in receiving and storing food in large quantities. Extensive knowledge of kitchen sanitation and safety measures used in food handling. Supervise daily operation in the areas of cleaning and care of utensils, equipment, and work area. Ability to supervise the work of others, prepare reports, establish and maintain effective working relationships with associates, students, and school staff. Able to maintain emotional control and the ability to work with others in a close fast paced environment and the ability to address customers and staff in a pleasant, courteous manner. Time management skills are essential. Manage multiple responsibilities simultaneously and correctly complete reports and documents in a timely manner. Be familiar with basic computer skills; including Word, Excel, PowerPoint, and Publisher and have a thorough knowledge of current Food Service Point of Service Program.

### **EDUCATION AND EXPERIENCE**

#### **Required:**

High School Diploma or GED.

A valid ServSafe certification issued by the local health department.

Must have successfully completed the Manager Training Class.

Successfully performed responsibilities while training as an on the job manager.



Considerable experience in school food services or other food service.

**Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, stooping, crouching, and climbing. Work involves moderate exposure to unusual elements such as extreme heat, fumes, smoke, unpleasant odors, hazards such exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Attend current and future training courses as required.

Complete Food Service developed Introduction to Culinary and Advanced Culinary Arts cooking courses.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/00, 1/20, 7/20
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