



## **SUPERVISING CAFETERIA MANAGER**

### **GENERAL RESPONSIBILITIES**

Performs managerial oversight to ensure operational integrity of cafeteria operations. Monitors policies and procedures to ensure they are in accordance with federal, state, and local guidelines. Maintains financial soundness and provides well-balanced nutritious meals that meet the USDA Dietary Guidelines. Provide cost effective catering services including meals, receptions, and office functions as requested.

### **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.)

- Review and advise cafeteria operations in areas of record keeping, nutritional standards, free and reduced policies, food storage and handling, forecasting, preparation and serving of food, and sanitation standards.
- Identify and suggest corrective action and provide training regarding operational deficiencies.
- Plan and supervise special events throughout the system including menu development, costing ordering, labor distribution, set up, and billing.
- Work cooperatively with principals, managers, and all other employees concerning personnel issues, hiring, performance evaluations, and disciplinary action.
- Review Health Department reports and initiate corrective action and ensure that proper standards of sanitation are maintained.
- Perform time and motion studies followed by training.
- Conduct federal, state, and local operational reviews.
- Conduct job training with managers, employees, and manager trainees.
- Professionally handle customer comments and concerns.
- Resolve issues with parents in a timely, efficient, and professional manner.
- Interview potential job applicants.
- Conduct orientation and health card training to interested job applicants.
- Assist with recommendations regarding the selection of equipment and layouts for new or remodeled cafeterias.
- Operate and troubleshoot computer-based cash register systems.
- Perform cost analysis of individual operations regarding the management of money, labor, food, supplies, and equipment.
- Provide training and technical assistance in the implementation of scratch cooking.
- Perform related work as required.

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

Comprehensive knowledge of the practices, procedures and regulations relating to school food service. Sound background in food quality, nutritional standards, and economical substitutions within food groups. Thorough knowledge of the principles and practices used in ordering, receiving and storing food in large quantities. Thorough knowledge of budgeting and accounting practices and procedures. Extensive knowledge of kitchen sanitation and safety measures used in food handling. Ensure operations are clean and proper care for utensils, equipment, and work areas are maintained. Ability to plan and supervise the work of subordinate employees as assigned. Prepare reports and demonstrate the ability to train employees in culinary arts techniques. Conduct annual federal, state, and local reviews of all assigned schools. Ability to establish and maintain effective working relationships with school officials, school staff, associates, and parents. Be proficient with basic computer skills; including Word, Excel, PowerPoint, and Publisher. Through knowledge of current service point of service program.

### **EDUCATION AND EXPERIENCE**

#### **Required:**

Bachelors' degree in Food Service Management and/or Nutrition, Business Management, or a related field.

Three to five years' experience in school and/or food service management.

Experience in supervising employees.

A valid ServSafe certification issued by the local health department.



**Preferred:**

School Nutrition Association (SNA) certification and/or SNA School Nutrition Specialist credential (SNS).

Coursework in sanitation, culinary techniques, marketing, nutrition, customer service, human resource management, computer training, and other helpful topics,

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, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, standing, and stooping.

Work involves moderate exposure to unusual elements such as extreme heat and hazards such exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally. 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

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

FLSA Status: Exempt	Description: 5/10, 1/20, 7/20
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