

Cafeteria Manager

General Responsibilities

Responsible for planning, managing, monitoring, supervising and providing assistance in the operation and function of the school cafeteria with a staff that serves breakfast and lunch.

Essential Tasks

(This list is not all-inclusive, and additional duties related to the position may be necessary as the need arises.)

- Plan, coordinate, assign, oversee, and participate as required in the preparation, cooking, and serving of food which includes any record keeping or documentation as required by the Department of Health and Human Services.
- Identify problems and suggest changes in methods and procedures.
- Train personnel in operational procedures.
- Possess current ServSafe certification.
- Maintain accurate food service records which include conducting monthly product inventory.
- Order cafeteria supplies and prepare food orders to product vendors as to ensure that delivery deadlines are met.
- Maintain consistency in food preparation and service to students and school employees.
- Prepare equipment for food preparation and monitor refrigeration equipment.
- Prepare work details and secure kitchen for next day and when not in use.
- Supervise cleaning and sanitizing of cooking utensils, trays, counters, and all equipment utilized in the processing and preparation of food.
- Receive and verify accuracy of food and supply deliveries.
- Attend scheduled faculty meetings.
- Perform other work related cafeteria duties as needed.

Knowledge, Skill, and Ability Requirements

General knowledge of the following:

- Preparation, cooking, and serving of food in large quantities
- Food quality and values
- Dietary requirements
- Receiving and storage of food in large quantities
- Kitchen sanitation and safety measures used in food handling and in the operation, cleaning, and care of utensils, equipment, and work area
- Ability to supervise kitchen staff, exercise emotional control, and establish and maintain working relationships with associates, students, and school staff
- Ability to work in a close and fast paced environment which includes the ability to address students and staff in a pleasant and courteous manner
- Ability to manage multiple responsibilities and meet time sensitive deadlines for product orders and inventory

Education and Experience

High school diploma or GED and a valid sanitation certification issued by the local health department required along with considerable experience in school food services and other food service.

Physical Requirements

Some walking, moving, climbing, carrying, bending, kneeling, reaching, handling, pushing, and pulling is required. Must also be able to lift a minimum of 50 pounds, stand for long periods, and withstand heat.

Special Requirements

Must possess a valid driver's license.