

## CAFETERIA MANAGER JOB DESCRIPTION

### Job Summary:

Performs work, including but not limited to managing food preparation and serving operation; procuring/storing and inventorying food and equipment; maintaining high standards of safety and sanitation in the work environment; supervising the child nutrition staff; handling daily cafeteria cash transactions; and preparing child nutrition records and reports.

### EXAMPLE OF RESPONSIBILITIES:

1. Follow federal and state regulations governing child nutrition programs, such as free and reduced-price meals for needy students, USDA donated food usage, and competitive food sales.
2. Provide principles of good nutrition and their application to school food service and the nutritional well-being of students.
3. Manages food preparation and serving operations. Prepares food according to planned menus and uniform recipes; determines quantity and type of food to prepare; determines size of servings to meet age level requirements; observes food preparation; ensures food is cooked to prescribed time and temperature requirements; assigns staff to food preparation and serving status; maintains a pleasant cafeteria environment; plans and implements menus.
4. Procures, stores, and inventories food and equipment. Requisitions food and supplies as needed; orders, receives and stores food and equipment according to local, state and federal regulations; verifies cost, quantity and quality of items received; maintains food supply to meet current requirements; maintains inventory control to prevent overstocking of outdated items, and maintains monthly inventory records.
5. Maintains high standards of safety and sanitation in the work environment. Follows required safety and sanitation procedures in the work environment including equipment, kitchen, and storage/serving areas; implements planning, scheduling and directing of cafeteria staff to ensure that safety and sanitation standards are met; instructs staff in the care and use of equipment; and over sees equipment maintenance and repair.
6. Directs and assists in the cleaning of dishes, pots and pans, utensils, kitchen equipment machines and the food service area.
7. Prepare and maintain records regarding cafeteria operation, including certification of reimbursable meals served.
8. Does related work as required.
9. Directs work of cafeteria staff.

### Qualifications:

#### Knowledge of:

1. Knowledge of the care and preparation of food
2. Knowledge of policies/procedures pertaining to food service programs
3. Knowledge of basic mathematics and measuring conversions
4. Knowledge of safe and sanitary operation of kitchen equipment

**Ability to:**

Keep records accurately; lift and/or move 50 pounds individually or with assistance; follow oral and written instructions; provide direction to others; communicate effectively and maintain cooperative relationships with those contacted in the course of work; prepare a variety of foods and baked goods; follow and modify a recipe.

**Education:**

High School Diploma or equivalent. Additional education/training/experience in cafeteria operation, food preparation, sanitation, safety and health.

**Responsible to:**

Principal and / or Pastor