

Cafeteria Manager
New Hanover County Schools

Job Description

Class: Classified
Dept: Child Nutrition

TITLE: Cafeteria Manager

QUALIFICATIONS:

1. High School degree or equivalent.
2. Three years experience in child nutrition or similar food service and certified ServSafe or equivalent.
3. Valid North Carolina driver's license.

REPORTS TO: Director of Child Nutrition

JOB GOAL: To effectively manage a New Hanover County School System cafeteria.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Supervise performance of cafeteria employees at site(s) assigned.
3. Obtain food and supervises food preparation and service.
4. Supervise maintenance of facilities in order to maintain standards of health, sanitation, and safety.
5. Strive to meet the Child Nutrition Manager performance metrics in order to ensure the Child Nutrition Program is self-supporting and that it remains financially solvent.
6. Maintain complete and accurate purchasing documentation, fiscal reports, inventories, and other records as required. Makes daily deposits.
7. Cultivate and maintain positive and professional relationships with parents, employees, and students. Assure the cafeteria presents a positive, professional image at all times.

8. Perform public relations duties which may include cafeteria promotions, nutrition education programs for the classroom, and tours. Participate in training programs.
9. Perform related duties as requested by the Director or supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 61, 62 or 63 depending on school assignment

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to work with and supervise other employees.
- Demonstrate functional knowledge of principles of nutrition and meal planning, equipment usage and care, sanitation, purchasing, cost control, personnel management, child nutrition management, and administration.
- Capable of performing all jobs within cafeteria operations and training others.
- Demonstrate computer literacy.
- Ability to lift up to 50 pounds.