

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified – Cafeteria Manager

Reports To: Superintendent or Designee

Approved By: Board of Education

Approval Date: June 9, 2020

QUALIFICATIONS:

1. High School Diploma
2. Computer Skills
3. Organization Skills
4. Serv Safe Certification or willing to become certified
5. Able to verbally communicate instructions and/or procedures
6. Knowledge of USDA standards is recommended
7. Must be available to work catering events as needed

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Purchases all food and supplies to operate the food service department
2. Plans the preparation and serving of menus
3. Plans menus and staffing for all special dinners, breakfast or activities
4. Inspect kitchen facilities, personnel, and operations to ensure standards of diet, cleanliness, and health and safety are maintained
5. Plans and diverts all government commodities
6. Interview and screen new hires
7. Evaluate cafeteria staff
8. Handles all purchasing of new equipment and gets quotes
9. Works with Corporation Treasurer with all Cafeteria accounts
10. Verifies Payroll
11. Calls Sub when another employee is absent
12. Handles all State reports monthly (including year-end)
13. Attends conferences and attend webinars to meet USDA Professional Standard requirements
14. Assists with putting all stock away
15. Supervise during lunch and help where needed

16. Monitor E-funds to ensure all funds are distributed correctly
17. Assist with Free and Reduced Meal applications
18. Notifies parents concerning student accounts
19. Train all staff
20. Ensure procurement procedures are correctly followed
21. Ensure all nutritionals are met with menus and Ala-carte items
22. Work with Meals Plus on problems that may arise
23. Call for service on equipment when needed
24. Help cafeteria staff when necessary
25. Write up Vouchers for monthly bills to be paid
26. Communicates with the Department of Education about any changes
27. The Food Service Director shall perform other duties as assigned by the Superintendent or out of the necessity to fulfill the requirements of the position.