

Job Title:	Cafeteria Manager, School Nutrition Services
Grade Level/Terms of Employment:	Grade 115 / 191 Days
FLSA Status:	Non-exempt
Work Location:	Assigned School
Immediate Supervisor:	Area Supervisor, School Nutrition Services

General Description:

The Cafeteria Manager supervises all aspects of staffing, meal serving and food quality for an assigned Richmond Public Schools location to include food serving, cashiering, pre and post-service food storage, kitchen cleaning, and other related activities.

Essential Duties and Responsibilities:

- Supervises all aspects of the daily administration of meal programs at assigned school
- Monitors the preparation of food and/or the cooking of food to enforce standards for quality, favor and merchandising as required
- Orders and checks all food and supplies for quantity and quality
- Opens and closes the kitchen, conducts routine sanitation inspections, and produces daily production reports
- Supports and participates in marketing efforts at the school level, based on school nutrition guidelines, to increase student participation in the school meals program
- Plans and manages the budget to include food/supply/equipment procurement, staffing, and other cost-impact elements of the food service program
- Operate kiosks, computerized cash register, and completes related reports as required
- Ensures correct counter service and monitors cash register checkout, counts money, and reconciles cash against register database and resolves discrepancies; makes bank deposits
- Organizes and manages stockroom and cold storage, and maintains inventory control
- Trains, supervises, and evaluates food service workers in food preparation and safety and sanitation procedures
- Creates and organizes a student involved Nutrition Advisory Council to help increase student participation
- Performs other related duties as required

Qualifications:

- High School Diploma required; Associate Degree preferred (Culinary Arts specialization preferred)
- At least four years of progressively responsible experience in the food services industry, three in a supervisory capacity in food service (such as a chef, apprentice or supervisor)
- Successful completion of the ServSafe examination or must successfully complete within 30 days of employment
- Extensive knowledge of food safety, health department codes and sanitation standards concerning the preparation of food
- Knowledge of the procedures, practices, operations and equipment of institutional food preparation
- Ability to organize, supervise, train, and evaluate cafeteria staff
- Ability to periodically lift 50 lbs. and carry food stock weighing 20 lbs. or more frequently, and walk/stand for extended periods

- Ability to establish and maintain effective working relationships with food service staff administrators, school staff, vendors and community representatives
- Experience with windows based computers and related software; experience with Microsoft Word, Excel, PowerPoint and Access preferred
- Valid Virginia driver's license and willingness to use personal automobile
- Bilingual/fluency in Spanish preferred