



## Classification Specification

### CAFETERIA MANAGER I

<b>Department:</b>	Food Service
<b>Reports To:</b>	Director of Food Service
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Oversee food service activities and lead staff in an assigned elementary school kitchen; prepare and serve a variety of foods and beverages to staff and students with one or two food lines serving the standard school lunch; maintain food service facilities, equipment, and utensils in a clean and sanitary condition; train and provide work direction to food service staff and student workers.

#### **Distinguishing Characteristics:**

The Cafeteria Manager I classification is responsible for managing food service activities and leading staff in an elementary school kitchen.

The Cafeteria Manager II classification is responsible for managing food service activities and leading staff in a middle school kitchen.

The Cafeteria Manager III classification is responsible for managing the food service activities and leading staff in a high school kitchen.

#### **Essential Duties and Responsibilities:**

- Oversee, lead and participate in food service operations, including managing the preparation, serving, and selling of food and beverage items to meet student needs at an assigned elementary school site; ensure kitchen, cafeteria, and serving functions comply with safety and sanitation regulations and established policies and procedures.
- Prepare and maintain a variety of clerical records and reports; review, maintain and verify timecards; reconcile cash and credit receipts, maintain accuracy of meal counts; prepare bank deposits in accordance with accounting procedures.
- Coordinate food service inventory functions; order foods and supplies in quantities needed to prepare planned meals; accept and sign for deliveries.
- Oversee and participate in the utilization of a point of sale (POS) system to perform cashiering transactions; receive and count money and maintain student accounts and other sales.

- Prepare serving inventory records and orders; verify accuracy of shipments; oversee and conduct daily and periodic inventories and maintain routine records, including timecards.
- Establish and monitor procedures that provide security for collected funds.
- Train assigned food service staff and student helpers; provide work direction; provide input on employee evaluations.
- Coordinate activities and assign appropriate responsibilities to ensure proper food flow during the serving period.
- Apply appropriate health and sanitation guidelines for food preparation and serving.
- Operate kitchen equipment for the heating and cooking of food.
- Clean and prepare food for cooking; mix, slice, grate, and chop food items; ensure proper temperature of foods; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; set up prepared foods; serve meals on serving lines.
- Set out prepared food, assist on student serving lines, restock food items and paper goods before, during, and between servings; inventory and store leftover food observing health and safety guidelines.
- Maintain kitchen facilities and equipment; clean ovens and mechanical equipment observing sanitation guidelines; wash pots, pan, and kitchen utensils and clean workspaces.
- Lock and unlock facility and ensure security of facility and equipment.
- Monitor and ensure appropriate temperatures for refrigerators and freezers.
- Operate a computer and assigned software.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Methods of preparing and serving food in large quantities.
- Proper use and care of standard kitchen tools, utensils, and equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Principles of training and providing work direction.
- Operation of a computer and assigned software.
- Proper lifting techniques.
- Inventory practices and procedures, including storage and rotation of perishable food.
- Record-keeping and report preparation techniques.
- Sanitation principles applicable to food serving and maintenance.

**Ability to:**

- Oversee, lead and participate in food service operations, including the preparation, serving and selling of food items at an elementary school site.
- Train and provide work direction and guidance to assigned staff.
- Operate a computer and assigned software.
- Read information written in standard English text to gain information.
- Perform operations using standard units and measurements.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a point of sale (POS) system and make change accurately.

- Count money and make appropriate change.
- Add, subtract, multiply, and divide accurately.
- Work collaboratively as a member of a team.
- Speak on a one-to-one basis to obtain information or to explain policies and procedures.

**Education:** High school graduation or equivalent GED.

**Experience:** Two (2) years experience in institutional food preparation, serving, and kitchen maintenance.

**Licenses, Certifications, and other requirements:**

- Valid and appropriate Manager's Food Handler's Certificate required by the State.
- Incumbents are required to adhere to the annual minimum required training hours per the USDA Guide to Professional Standards for School Nutritional Programs.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/food service work environment.
- Warm kitchen environment with no air conditioning.
- Some employees may be stationed outdoors in an unprotected environment for a period between one and two hours.
- Fast-paced work environment with changing priorities.
- Employees may regularly be required to perform under strict time limits with frequent interruptions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Regularly required to stand and/or walk for extended periods of time.
- Hear and understand speech at normal levels, communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing students.
- Reach in all directions.
- Employee may frequently be required to lift and/or carry objects up to 50 lbs. in weight.
- Bend, twist, stoop, or kneel.

**Hazards:**

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.

- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.