

TITLE: District Satellite Cafeteria Manager

QUALIFICATIONS:

1. At least three years of supervisory experience
2. At least two years of experience in a school nutrition program or comparable program
3. Additional education or professional development in food service management preferred
4. Must be Servsafe certified within six months of appointment
5. Ability to lift and/or move 25 pounds
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Director of School Nutrition and Food Services

GENERAL FUNCTION: To oversee the kitchen where they are assigned and the satellite locations. The District Satellite Manager will perform a variety of duties in the preparation and service of nutritious meals to students, staff and visitors. The Manager will maintain the cleanliness of the kitchen and cafeteria areas, perform related duties and have an understanding of the USDA child nutrition requirements.

PERFORMANCE RESPONSIBILITIES:

1. Preparation of breakfast and lunch meals which involves cooking and baking using various utensils and kitchen equipment.
2. Receive student lunch orders daily. Assign duties to staff members to ensure all lunch orders are completely fulfilled.
3. Performs duties in compliance with safety and health standards as prescribed by USDA and State Authorities and HACCP (Hazardous Analysis, Critical and Control Points) which is the districts food safety plan.
4. Oversee that the staff is using the production records properly and effectively.
5. Coordinate with production staff and delivery driver to ensure an on-time delivery.
6. Use production records to accurately forecast the upcoming usage of bread, milk, and all other food necessary to serve all of the items on the weekly menu.
7. Order all paper and plastic products necessary for the forecasted production period including proper lunch containers depending on the meal served.
8. Follow money handling procedures according to district guidelines.
9. Interacts in a professional manner with immediate supervisor, students, parents, teachers, school staff and administration.
10. Makes assignments and trains personnel.
11. Work with the Food Services Administrators to increase participation for breakfast and lunch.
12. Performs other duties as may be assigned by the Director of School Nutrition and Food Services, School Business Administrator or Superintendent.

TERMS OF EMPLOYMENT: Ten months per year.

EVALUATION:

Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.

Approved: