

**Waco Independent School District
JOB DESCRIPTION**

Job Title:	Cafeteria Manager - Elementary	Wage/Hour Status:	Non Exempt
Reports To:	Contractor Service	Pay Grade/Days:	305/184
Dept./School:	Child Nutrition Services	Date Revised:	October 2018

Primary Purpose:

Plan and organize the operation of the kitchen and the supervision of the cafeteria staff

Qualifications:

Education/Certification:

High school diploma or GED certificate

Valid Texas driver's license

Must be eligible to drive based on the Texas DPS School Transportation Guidelines

Possess or can possess a food handler's card

Serv-Safe Certification, preferred

Special Knowledge/Skills:

Ability to follow oral and written instructions and the ability to communicate effectively

Ability to perform all duties of cafeteria operation

Must be able to meet all production record requirements and complete forms accurately

Have training and be able to train personnel in food production and program accountability

Experience:

Previous experience in quantity food preparation

Major Responsibilities and Duties:

1. Be proficient in CAFS (Computer Aided Food Service) program with the knowledge to input information and run daily, weekly, and monthly reports and complete close down procedures.
2. Proficient in all areas of food production.
3. Maintain all necessary records in a neat and organized fashion for easy access, insure that all free and reduced information is updated as needed and all bulletins from Child Nutrition Services are posted.
4. Maintain safety and sanitation standards at all times.
5. Order products according to expected customer estimates and be able to receive items into kitchen using established check-in procedures.

Cafeteria Manager I

6. Follow security procedures for cash handling and key & lock control according to District policy, ability to make daily cash deposits.
7. Ability to plan and delegate production of meals to meet menu and other line requirements, have a complete understanding of the Food Buying Guide.
8. Assist and administer special events, menus and promotions, and meet expectation of school during schedule changes, follow all recipes and serving standards as outlined on menu notes and production records and recipes approved by Child Nutrition Services.
9. Insure that temperatures of food, refrigerator, and freezer are recorded daily and meet the minimum serving temperature requirements (hot food 140 degree F. and cold food 40 degree F.).
10. Insure that all commodities transported in and out or used in the kitchen are recorded and that all food items for next day's menu are in the storeroom, ability to perform accurate inventories.
11. Make sure all meals claimed have been entered into the computer system correctly, check percentage of students served to the ADA percentage and print report if percentage served is higher than ADA.
12. Perform other duties as assigned.

Supervisory Responsibilities:

Cafeteria workers

Equipment Used:

All industrial kitchen equipment, computer

Working Conditions:

Tobacco Free

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. People intensive, typical school environment. Frequent interruptions. Continuous standing, stooping, walking, climbing ladders, bending, pushing and pulling, grasping, squeezing, twisting, reaching (including overhead), must be able to lift and carry items weighing up to 50 pounds. Working indoors in extreme temperatures including hot and cold temperature swings, works with chemicals, exposure to dust, and on slippery or uneven walking surfaces.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.