

**Waco Independent School District
JOB DESCRIPTION**

Job Title:	Cafeteria Manager Trainee	Wage/Hour Status:	Non Exempt/At-will
Reports To:	Cafeteria Manager	Pay Grade/Days:	304/184
Dept./School:	Child Nutrition Services	Date Revised:	April 2019

Primary Purpose:

Assist the cafeteria manager with the operation of the kitchen and the supervision of the cafeteria staff. Operate kitchen in Absence of Cafeteria Manager or if assigned to temporarily operate a kitchen.

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

Attend and Pass ServSafe Certification per district policy and possess ServSafe Certification

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:

Current employee

One (1) year related experience

Major Responsibilities and Duties:

1. Manager the cafeteria in the absence of the cafeteria manager, as assigned.
2. Be proficient in PrimeroEdge (Cafeteria POS Software System) program with the knowledge to input information and run daily, weekly, and monthly reports, review daily reports and complete close down procedures.
3. Proficient in all areas of food production, including understanding production records, completing production records in a timely basis in PrimeroEdge online Menu Planning Software and following recipes as written.

Cafeteria Manager In Training

4. Maintain all necessary records in a neat and organized fashion for easy access, and all bulletins from Child Nutrition Services are posted. Maintain a neat and orderly kitchen, office, frozen, refrigerated and dry storage areas, loading dock, equipment and servery.
5. Maintain safety bulletin board(s), and ensure most current postings are visible and updated, post all employee Health Department permits and Manager/Lead ServSafe Certificate(s).
6. Maintain safety and sanitation standards at all times. Train staff on use of SDS (Safety Data Sheets) location and usage.
7. Order products according to expected customer estimates and be able to receive items into kitchen using established check-in procedures.
8. Follow security procedures for cash handling and key & lock control according to District policy, ability to make daily cash deposits. Use safe to secure opening / closing change funds and follow procedures to release funds daily to Courier service.
9. Review school enrollment roster to ensure students enrolled are in PrimeroEdge POS system and identify students who are not enrolled at campus and turn information into CNS to remove students from POS and Identimetrix Finger scanning software. Keep Identimetrix finger scanning up-to-date where all students are enrolled to use finger scanner.
10. Follow District policy regarding time clock usage; clocking in and out daily, and for meal break and hold staff accountable for time clock procedures. Follow departmental policy regarding the recording and reporting of time error sheets and reviewing staff time error sheets for accuracy and timeliness.
11. Follow District policy regarding the reporting of equipment issues, work order requests and follow up to work orders. Understand calling tree for calling in emergency and routine work orders.
12. Ability to follow departmental calling tree for contacting management for staffing, safety, access, and other operational issues. Attend and actively participate in all meetings, training, and special events and communicate meetings and training dates and times to staff where applicable.
13. Ability to plan and delegate production of meals to meet menu and other line requirements, have a complete understanding of portion control and correct serving utensil sizes to meet regulations/production records.
14. 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.
15. Insure that temperatures of food, refrigerator, and freezer are recorded daily and meet the minimum serving temperature requirements (hot food 140 degree F. or higher and cold food 40 degree F. or lower).

Cafeteria Manager In Training

16. Insure that all commodities and any other products 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.
17. 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.
18. Ensure that all paperwork is turned in on time. For programs running a roster system, ensure all students are entered into POS or if program is operated by non-CNS staff, that all paperwork is reviewed, numbers confirmed and turned into CNS office on a timely basis. Ensure that email is checked a minimum of 2 times per day, once at the beginning of the day and once at the end of the day before departure and respond to email requests on time.
19. Ability to communicate professionally, consistently, and proactively with Principal, Teachers, Aides, Administrators, food service employees, CNS Management and CNS Office staff.
20. Ability to delegate tasks and hold staff accountable for their job duties. Ability to create and keep job duties for each position in kitchen up-to-date and monitor, train and counsel staff on job duties. Ability to create cleanup schedule for staff and ensure work is being completed in a timely, neat and customer-driven manner that promotes food and physical safety standards.
21. Perform other duties as assigned.

Supervisory Responsibilities:

Cafeteria workers

Equipment Used:

All industrial kitchen equipment, computer, ten key

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
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Cafeteria Manager In Training

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 is an equal opportunity educational provider and employer does not discriminate on the basis of race, color, natural 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, 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, please email titleixcoordinator@wacoisd.org or 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 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.