

**ST. MARY PARISH PUBLIC SCHOOLS
SCHOOL FOOD SERVICE CAFETERIA MANAGER JOB DESCRIPTION**

POSITION: School Food Service Cafeteria Manager

REPORTS TO: Supervisor of Child Nutrition Program

SUPERVISES: Cafeteria Technicians, Substitutes and Volunteer Workers

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are 182 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

EDUCATION AND CERTIFICATION: Skilled in food service practices.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt

EVALUATION: Evaluations in accordance with the Board's policy on Evaluation of Non-Instructional/Support Services Staff.

PERFORMANCE RESPONSIBILITIES:

1. Supervise and instruct child nutrition program personnel in the safe and proper preparation of food, service of meals, and assists in cafeteria duties whenever possible.
2. Select, order, and maintain inventory including supervision of deliveries and proper storage of food, supplies and equipment.
3. Supervise maintenance and instructional protocols among program personnel regarding equipment and facilities, including daily care, safe and proper usage, and scheduling of periodic service.
4. Delegate responsibilities among cafeteria technicians, substitutes, and volunteer workers by preparing work schedules and providing written instructions and procedures for food preparation, cleaning and equipment operation.
5. Maintain records and prepare reports on all phases of the child nutrition program that are submitted monthly according to established deadlines.
6. Retain accurate financial records for all monies collected in the food service program, including daily deposits of all income collected.
7. Cooperate with principals and school officials in planning meal schedules that address instructional intervals and any school facility limitations.
8. Direct and/or supervise the planning of menus in compliance with sufficient quantity, meal requirements, and portion control guidelines.
9. Operate the *Point of Service* during meal service.
10. Maintain high standards of health, sanitation and safety in all phases of the child nutrition program.
11. Establish a positive rapport with students, teachers, school administrators, and the community in promotion of school nutrition programs.
12. Maintain proper documentation of USDA donated food items.
13. Encourage participation in professional child nutrition organizations and activities.
14. Complete 10 hours of professional standards training annually as mandated by USDA.
15. Maintain confidentiality and demonstrate positivity in words and actions as a representative of the school and district.
16. Perform such other tasks and assumes additional responsibilities as the School Principal, Child Nutrition Program Supervisor and/or Superintendent may assign.

QUALIFICATIONS: The School Food Service Cafeteria Manager must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the School Food Service Cafeteria Manager is frequently required to stand, walk, speak, hear, and sometimes sit. The School Food Service Cafeteria Manager may occasionally push or lift up to 50 lbs., such as boxes of materials. The School Food Service Cafeteria Manager is frequently exposed to a work environment noise level, which is moderate to loud. The School Food Service Cafeteria Manager must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The School Food Service Cafeteria Manager must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.

The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.

SIGNATURE _____ **DATE** _____