

American International School of Abuja

Position Title: Cafeteria Manager

Reports To: Business Manager

Last Modified: November 22, 2024



Position Summary:

The School Cafeteria Manager oversees the culinary daily operations of the school cafeteria, ensuring the preparation and serving of high quality nutritious, appealing meals while maintaining compliance with federal, state, and local regulations. This role combines hands-on cooking expertise with managerial responsibilities including supervision, menu planning, inventory, budgets, and ensuring a clean and safe environment that promotes student health and satisfaction.

Key Responsibilities:

1. Operational Management:

- Plan and manage the daily meal service, including menu preparation in alignment with nutritional guidelines.
- Ensure efficient workflow in meal preparation and serving, optimizing time and resources.
- Prepare and cook meals, ensuring high standards of quality, taste, and presentation.
- Manage equipment maintenance and inventory, ensuring functionality and availability.

2. Menu Planning & Nutritional Compliance:

- Develop menus that meet nutritional standards and dietary requirements.
- Coordinate with nutritionists or dietary consultants when needed.
- Incorporate seasonal or budget-friendly ingredients into meal planning.
- Plans and implements banquet and catering functions when requested.

3. Staff Supervision:

- Train, supervise, and schedule cafeteria staff, ensuring adequate coverage and efficiency.
- Monitor staff performance and provide regular feedback and professional development opportunities.
- Promote teamwork and a positive work environment.

4. Health and Safety Compliance:

- Ensure compliance with food safety, sanitation, and health regulations.
- Conduct routine inspections of kitchen equipment and facilities, ensuring cleanliness and maintenance.
- Implement safety protocols to protect staff and students.

5. Inventory and Budget Management:

- Monitor inventory levels and place timely orders to prevent shortages.
- Manage the cafeteria budget, including controlling costs and minimizing waste.
- Maintain accurate records of food purchases, expenditures, and sales.

6. Administrative Duties:

- Prepare and submit required reports to school administrators and regulatory agencies.
 - Oversee the collection and recording of payments, ensuring proper accounting practices.
 - Coordinate with vendors/suppliers, school staff, and local authorities to ensure smooth operations.
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Required Skills and Qualifications:

- Proven experience in food service management, with leadership experience preferred.
 - Strong knowledge and practice of food preparation, nutrition, and health/hygiene regulations.
 - Excellent organizational and multitasking abilities.
 - Proficiency in inventory and budgeting.
 - Effective communication and interpersonal skills for team management and customer interaction.
 - Certification in food safety and sanitation.
 - High technology skill
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Preferred Qualifications:

- Degree or equivalent in Culinary arts, Food and nutrition, or a related field
 - Certifications in food service management or nutrition preferred.
 - Experience working in school cafeterias, corporate dining, or institutional food service.
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Physical Requirements:

- Ability to stand for extended periods, lift heavy items, and work in a fast-paced environment.
 - Capacity to handle hot equipment, sharp tools, and varying temperature conditions.
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Interested and qualified candidates should send their cover letter and detailed resume to humanresources@aisabuja.com on or before Friday, December 6, 2024.