

**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 or designee

**SUPERVISES:** Cafeteria Technicians, Substitutes and Volunteer Workers

**TERMS OF EMPLOYMENT:** 9 months (182 days) following the probationary period as set forth in policy GBG.

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

**OBJECT/FUNCTION:** 111/3121

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

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

**QUALIFICATIONS:** Skilled in food service practices.

**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.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.

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7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
9. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**QUALIFICATIONS:** The employee 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 employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee 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.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_