

JEFFERSON COUNTY BOARD OF EDUCATION
Position Description

POSITION TITLE: Lunchroom Manager/Assistant Manager

OFFICE/DIVISION: Jefferson County Board of Education

WORK LOCATION: Various Schools within the Jefferson County School System

REPORTS TO (TITLE): Director of School Nutrition Services
Principal/Superintendent

QUALIFICATIONS: Possess a high school diploma or GED and meet other requirements as set by the Georgia Department of Education service and the Jefferson County Board of Education.

DATE PREPARED:

APPROVED BY: Director of School Nutrition Services

ANALYST:

FOR HR USE ONLY

Salary Grade:

Classification: **NON EXEMPT**

POSITION SUMMARY

The primary duties of the Lunchroom Manager/Assistant Manager are to supervise the overall operation of the school cafeteria program as it relates to the operation of its particular school. The manager will be consistent with all local, state and federal requirements and supervise all aspects of the food and nutrition program. She/he will also provide on-the-job training and supervision for all employees in all areas of operations.

The duties of this person include posting lunch and breakfast menus in the management book; maintaining high food standards through the supervision of employees in the use of standardized recipes, procedures and techniques; assisting in the preparation and serving of breakfast and lunch; and making work schedules. Responsibilities also include maintaining accurate inventory records, coordinating menus for students with special dietary needs (allergies, diabetes, etc.), maintaining accurate records pertaining to the collection and depositing of money, and adhering to USDA nutrition regulations. This person will also attend mandated professional learning sessions as well as monthly department meetings with the Director of School Nutrition Services.

The Lunchroom Manager will maintain a neat appearance and possess a pleasing demeanor conducive to gain the respect of students and adults. She/he will keep the Director of School Nutrition Services and the Superintendent fully informed of developments in the area of responsibility and will perform other tasks and assume other responsibilities as may be assigned from time to time.