MERCED CITY SCHOOL DISTRICT

CLASS TITLE: CAFETERIA MANAGER

BASIC FUNCTION:

Under the direction of Food Services Supervisor, prepare and supervise the preparation of a wide variety of foods for serving in a school cafeteria; supervise cafeteria cooks; assist in general kitchen and cafeteria work.

REPRESENTATIVE DUTIES:

Confer with the food services supervisor and school principal on operational policies, problems concerning menus, time schedules, student help and behavioral problems. ***E***

Observe health and sanitation regulations and assure compliance. ***E***

Supervise cafeteria cook and student helpers. ***E***

Direct the maintenance of equipment. ***E***

Collect or direct the collecting of money. ***E***

Maintain related reports, records and inventories as required. ***E***

Prepare and cook food.

Assist and supervise the serving of food, washing and cleaning of dishes, pots and pans, and cleaning of kitchen and kitchen equipment.

Adhere to federal and State regulations, board policies and related administrative regulations which pertain to the particular assignment.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Cafeteria Manager works under the direct supervision of the Director of Food Services and the school principal. Exercises supervision of cafeteria cook and student helpers.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Proper methods of preparing and cooking foods for large numbers.

Kitchen sanitation and safety.
Methods of cleaning, proper storage and handling as related to food, supplies and equipment.
U.S.D.A. and State regulations and requirements.

ABILITY TO:
Calculate quantities of food to be prepared.
Convert standardized recipes.
Handle money and keep records.
Supervise adult and student workers.
Follow oral and written directions.
Get along well with others.
Be clean and neat in appearance.
Use sanitary methods in the performance of all duties.

EDUCATION AND EXPERIENCE:
Any combination equivalent to graduation from high school and two years of paid experience in the preparation of a wide variety of foods.

WORKING CONDITIONS:

ENVIRONMENT:
Kitchen environment.

PHYSICAL ABILITIES:
Seeing to measure ingredients; lifting and carrying moderately heavy objects; dexterity of hands and fingers to operate kitchen utensils and equipment; bending at the waist, standing for extended periods of time.

HAZARDS:
Heat from ovens; working around and with machinery having moving parts.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: July 16, 1975
Policy Revised: March 3, 1981

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