San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Cafeteria Manager - HS	**Exemption Status/Test:**	Non-Exempt
Reports to:	Child Nutrition Program Director	**Pay Grade:**	7
Works With:	Students/District Personnel	**Days:**	187
Dept./School:	Child Nutrition Program	**Date Revised:**	7/29/2020

Primary Purpose:

Responsible for on-site leadership of campus Child Nutrition Program operations in accordance with guidelines set forth by Child Nutrition Program regulations. Ensure that appropriate quantities of food are prepared and served in compliance with all guidelines. Ensure all operations follow safe food handling standards.

Qualifications:

Education/Certification:
- High school diploma or GED **preferred**
- Certified Food Manager (CFM)

Special Knowledge/Skills:

- Knowledge of methods, materials, equipment, and appliances used in food preparation
- Knowledge of food safety and sanitation
- Ability to manage personnel
- Effective organizational, communication, and interpersonal skills
- Must be able to communicate via email and other electronic means as necessary.
- Must be proficient in the use of personal computers, iPad and point of sale software system
- Knowledge of guidelines for Child Nutrition Programs
- All other duties as assigned to provide excellent customer service and quality foods to students, staff and parents.

Experience:

- 3 years experience in Child Nutrition Programs (preferred) or institutional food service operations

Major Responsibilities and Duties:

Cafeteria Management and Food Preparation

1. Follow work schedules, assign work to campus Child Nutrition associates, and oversee completion of duties.

2. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.

3. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements.

4. Maintain documentation on employee performance and complete annual employee evaluations.

5. Complete all TDA required production records on a daily basis.

Safety and Sanitation

6. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.

7. Inspect jobs upon completion and ensure areas are clean.

8. Conduct food safety and sanitation training at the campus level and enforce standards of cleanliness, health, and safety.

9. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.

10. Maintain daily temperature logs as required for equipment and food preparation.

11. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

12. Follow established procedures for locking, checking, and safeguarding facilities.

Inventory and Equipment

13. Ensure that appropriate quantities of food and supplies are available through weekly grocery orders meeting all weekly deadlines.

14. Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.

15. Report all equipment repairs to CNP office in a timely manner.

Policy, Reports, and Law

16. Compile, maintain, and file all reports, records, and other documents including reports of daily participation and income, production, and activity records.

17. Review and submit accurate time and attendance records for payroll reporting purposes.

Supervisory Responsibilities:

Monitor the work and issue work assignments to campus Child Nutrition Associates. Ensure compliance with all guidelines for the Child Nutrition Program and safe food handling.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including but not limited to pressure steamer, combi-oven, sharp cutting tools, braiser, convection oven, food processor, utility carts and mobile racks, institutional sinks and walk in cooler and freezers.

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking, occasional climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching/keyboarding

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____