



Job Title: Cafeteria Manager

Supervisor: Principal and Director of Nutrition Services

Terms of Employment: 190 days

Job Summary:

Manage the resources of the school food service program towards maintaining a financially sound, nutritionally adequate, self-supporting school food service program consistent with local, state, and federal regulations.

Essential Duties:

1. Accept authority for the management of the school food service operation.
2. Plan and direct the preparation and serving of all food in the cafeteria.
3. Assume responsibility for the security of food, supplies, and equipment in inventory.
4. See that menus developed are followed with minimal deviation.
5. Supervise/participate in the preparation and serving of food.
6. Supervise/participate in the cleaning of the kitchen, serving, storage, and dining areas.
7. Plan, assign, direct, and supervise the work of cafeteria employees.
8. Monitor employee work hours.
9. Plan work schedules and arrange for substitutes when necessary.
10. Instruct new food service workers in performing their assigned tasks.
11. Evaluate the performance of all food service workers.
12. Direct sanitation procedures.
13. Inspect the kitchen, cooking, and mixing utensils, and employees for cleanliness.
14. Assume responsibility for ensuring that all equipment in the cafeteria area is in safe working condition and notify the district office when repairs or replacements are needed.
15. Maintain records on food and supplies received and used.
16. Physical Effort: Frequent lifting or moving of objects weighing 30 to 50 pounds. Sweeping and mopping.
17. Working Conditions: Work in warm and noisy kitchens, exposed to steam, fumes, and cooking odors. Danger of falls, burns, and cuts. Exposure to extreme temperature changes when entering walk-in refrigerators/freezers from warm kitchen.
18. Equipment Operation: Responsible for operating dangerous pieces of equipment -- meat slicers, food choppers, garbage disposals, etc.
19. Attend required staff development and manager's meetings.
20. Wear approved district uniform, hair restraints and non-slip closed toe shoes.



Other Duties:

Perform other duties that may be assigned by the supervisor and/or principal.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the district's policy on Evaluation of Classified Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School diploma required.
2. Previous school food service experience preferred.
3. Previous food service management experience required.
4. Quality food production experience preferred.
5. Bookkeeping experience preferred.
6. Must have current HACCP or Serv Safe Manager Certification or obtain within 6 months of employment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 50 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 104-107 (Manager Classification levels (I-IV) are determined solely by meal participation and can change with fluctuations in meal participation.)



Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025