HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: Cafeteria Manager - Secondary

Exemption Status/Test: Exempt – Executive Exemption

Reports to: Director of Food Service

Pay Grade/Days: FS06/ 187 days

Dept./School: Assigned Campus

Date Revised: November 2024

PRIMARY PURPOSE:

A Food Service Manager (FSM) is responsible for directing the day-to-day operations or campus food service. The FSM ensures that appropriate quantities of food are prepared and served, meets time constraints set by campus administration, and ensures all operations follow safe food handling standards.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED
Serv-Safe Certified or equivalent

Knowledge/Skills/Abilities:

Knowledge of methods, materials, and equipment used in food preparation
Knowledge of menu planning, food purchasing, and preparation of foods in a food service environment
Ability to effectively manage personnel
Ability to implement policy and procedures
Knowledge of health department procedures
Ability to interpret financial data and to maintain the general banking accounts
Strong organizational, communication, and interpersonal skills
Computer competency, including maintaining and correcting electronic lunch accounts
Passion for food that includes creativity and imagination

Experience:

Three to five years experience in institutional food service management

MAJOR RESPONSIBILITIES AND DUTIES:

Cafeteria Management

1. Directs and oversees the daily onsite operation of individual school cafeterias.
2. Develops work schedules, assigns work to campus food service workers and oversees completion of duties.
3. Maintains and updates cafeteria employee job descriptions that clearly define duties of staff positions
4. Adheres to and maintains serving schedules as defined by campus administration.
5. Works cooperatively with the school principal to accommodate temporary schedule changes. Responsible for final recommendation on the hiring of potential employees to fill vacant positions.

6. Serves as supervisor for all full-time and part-time cafeteria employees assigned to campus.
7. Responsible for any necessary mid-year/probationary evaluations and mandatory yearly evaluation.
8. Follows HPISD Employee Handbook regarding any disciplinary/termination actions as needed. Keeps the Director of Food Service informed of any action taken.
9. Works with the PTA volunteers to provide training, establish guidelines, and required daily oversight.
10. Collaborates with the Food Service Director on any long range planning.
11. Install and maintain the cafeteria's accounting software.
12. Train/consult the Cafeteria Finance Chair regarding the proper use of the cafeteria's accounting software.

Safety and Sanitation

13. 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 applicable health and safety codes and regulations.
14. Maintains and conducts when necessary, food handler safety reminder training at the campus level and enforce standards of cleanliness, health, and safety.
15. Ensures that employees operate, clean and maintain tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
16. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the Maintenance Department and/or Director of Food Service.
17. Follows established procedures for locking, checking, and safeguarding facilities.

Food

18. Provides an appealing variety of menus that encourage student consumption and maintain nutritional integrity based upon age level of customers. Secondary Managers are responsible for developing a cycle of menus that utilize the Recommended Dietary Guidelines for the respective secondary campus.
19. Orders, receives, and inventories all food items. Orders and receives small equipment, non-food items, and cleaning supplies.
20. Responsible for quality food production, including adequate food amounts for entire lunch service time, while keeping leftovers and waste to a minimum.
21. Maintains necessary food production records as a guide for future production.
22. Responds, if feasible, to student and faculty food preferences and/or PTA Cafeteria Committee requests by implementing menu changes.
23. Provides food service, as time allows, for special school and community related activities that are requested by campus and central administration.

Finances

24. Documents food cost accounting to include accounts payable, accounts receivable, and sales reports.
25. Maintains food cost and non-food supplies at an acceptable percentage that provides a cost effective program of high integrity.

26. Ensures vendor invoices or statements are paid in a timely manner, prepares checks for vendor payment, and provides reconciled vendor statements and other financial documents to Cafeteria Finance Chair and/or outside accountant in a timely manner.
27. Maintains secure daily banking procedures.

Policy, Reports, and Law

28. Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.
29. Review and submit accurate time and attendance records for payroll reporting purposes.
30. Complete annual continuing education requirements.
31. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:
Monitor the work and issue work assignments to campus child nutrition workers.

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart
Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting
Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching
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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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____