

Posting: 27-3-32
Posted: August 12, 2026



Dartmouth Public Schools
Dartmouth, Massachusetts

NOTICE OF POSITION VACANCY

DARTMOUTH HIGH SCHOOL

Position: Cafeteria Manager (8 hours per day)

Start Date: August 26, 2026

Hours: 6:15 a.m. - 2:45 p.m.

Hourly Rate Scale: \$21.34 through \$26.56

Duties: Please Refer to the Job Description Attached Hereto.

Persons interested in this position should submit a letter of interest to:

Dr. June Saba-Maguire, Superintendent of Schools
Dartmouth Public Schools
8 Bush Street
Dartmouth, MA 02748

or via email to kathleengenthner@dartmouthschools.org

This posting will remain active until the position is filled.

The Dartmouth Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related condition.

DARTMOUTH PUBLIC SCHOOLS
JOB DESCRIPTION
Cafeteria Manager

Job Summary:

The Cafeteria Manager oversees the general daily operations of the school kitchen under the supervision of the Food Services Operations Supervisor and School Nutrition Director. The Cafeteria Manager is responsible for preparation, cooking and serving of nutritious, appealing meals to students and staff in a safe, efficient, and friendly manner. The Cafeteria Manager oversees food safety and sanitation in the kitchen and ensures compliance with all federal, state, local, and departmental standards. The Cafeteria Manager provides supervision and coaching for the Cook and Food Service Workers. The Cafeteria Manager oversees all administrative aspects of the kitchen including completing daily production records, monthly inventory and ordering.

Job Duties:

- Oversees all daily operations of the kitchen.
- Supervises, trains and coaches Cooks and Food Service Workers.
- Efficiently performs all assigned tasks related to food preparation, cooking, serving, cashiering, and cleaning within the allotted time.
- Performs any and all tasks assigned by the Director of School Nutrition and/or the Food Service Operations Supervisor.
- Assists with and oversees kitchen team with:
 - Adhering to all food safety policy and procedures as required by USDA, DESE, DOH and Dartmouth Public Schools.
 - Completing HACCP and other required kitchen logs accurately on a daily basis.
 - Opening and closing the kitchen at the beginning and end of the school year.
 - Complying with all School Nutrition Department policies related to safety, sanitation, cash handling, and personnel standards.
 - Preparing and cooking meals according to standardized department recipes and portion sizes.
 - Setting up a clean and visually appealing serving line for breakfast and lunch.
 - Running the register, serving students and refilling the serving line during breakfast and lunch service.
 - Providing welcoming customer service to students, staff and parents.
 - Washing and sanitizing dishes, utensils and other small wares using a 3 compartment sink and / or dish machine.
 - Putting away grocery, paper goods and other deliveries using the first in first out method and according to Manager's directions.
 - Operating all kitchen equipment correctly and safely upon completion of training. Training will be provided on all equipment to all staff within 3 months of start date.

- o Following the department dress code and maintaining a neat and professional appearance.
 - o Participating in ongoing professional development and kitchen training sessions.
 - o Communicating in a professional, respectful and clear manner.
- Clocks in and out daily and on time, using district software.
- Reads all department and district communications.
- Completes production records daily.
- Place grocery and paper orders as needed.
- Complete monthly inventory and monitoring food and paper supplies.
- Provide direction to the kitchen team.
- Oversees preparation of Special Diet meals according to department procedures.
- Assists with the preparation and delivery of catering as required.
- Sets up cash registers, counts, and reconciles daily receipts. Prepares daily bank deposits.
- Communicate with the Director of School Nutrition regarding kitchen and staffing issues and needs.

Education/Experience Requirements:

- 1+ years of Food service experience.
- 1+ years of management / supervision experience.
- High School diploma or equivalent.
- School nutrition training and work experience in a school or other institutional setting preferred.
- Experience in operation of commercial food service equipment preferred.
- Basic computer skills and experience with Google Suite, email, and POS cash register systems required.
- ServSafe certified, or able to obtain certification within 6 months of hire.

Other Skills and Abilities:

- Ability to work in a friendly manner with co-workers and students, to work independently, under pressure, and/or with frequent interruptions.
- Ability and skill to operate kitchen tools and equipment.
- Ability to work independently and as part of a team.
- Ability to communicate in a clear and professional manner.
- Ability to follow the direction of the Director of School Nutrition and Food Service Operations Supervisor to complete work assignments and work schedule on a daily basis.
- Ability to maintain flexibility in accepting work as assigned.
- Ability to report to work on time and in the proper designated attire.
- Ability to complete all other duties as assigned to best support the department.

Physical Demands:

- Ability to perform work requiring sustained moderate physical effort, movement of objects weighing 40-60 pounds, operation of commercial kitchen equipment, continuous standing and variations in temperature.
- Frequent lifting, twisting and turning.
- Repetitive motion.

Training:

Training will be provided throughout the year, in order to meet the federal professional standards training requirements of 10 hours minimum annually for Cafeteria Managers.

In addition, all cafeteria staff are required to participate in mandatory training, prior to the opening of each new school year. Training will be scheduled during the last week of summer break, at the discretion of the Director of School Nutrition, based on the availability of trainers.

All hours for training will be paid for at the employee's regular rate of pay. Additional costs for training (fees and materials) will be the responsibility of the program.