

School Cafeteria Managers – Job Description

Reports To: System Nutrition Director/Principal

Qualifications: Educational Level: High School Diploma or equivalent.

Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Ensures primary workstation and responsibilities are covered at all times during the working day.
5. Demonstrates knowledge and proficiency in the use of computer applications as applicable to job responsibilities.
6. Demonstrates knowledge and proficiency in the use of office and kitchen machinery and appliances as applicable to job responsibilities.
7. Prepares and submits accurate reports and orders on time.
8. Maintains and manages files, records, supplies, materials and equipment in an appropriate, accessible and current manner, including records necessary for reporting and accountability.
9. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service. Adheres to the PSC Code of Ethics, as related to job requirements.
10. Complies with school, system, state and federal regulations and policies, utilizing planned menu, standardized recipes and portion control.
11. Maintains confidentiality of sensitive information and material; adheres to chain of command.
12. Maintains and improves knowledge and skills to promote proficiency in all aspects of day to day operations of an efficient well-organized school nutrition program.
13. Participates in workshops and professional learning activities as asked and applies what is learned to the job.
14. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
15. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
16. Cooperates with principal and staff to make the school nutrition program part of the total education experience.
17. Participates in hiring and evaluation process for school nutrition employees.
18. Supervises and trains personnel in all areas of food production including safe, proper and efficient operation and maintenance of kitchen equipment.
19. Assesses flavor, appearance and overall quality of food to be served.

20. Develops production schedules to insure meal service is started on time and customer wait time is kept to a minimum.
21. Assures compliance with highest standards of safety and sanitation.
22. Addresses complaints tactfully and resolves problems.
23. Confers with principal and/or director regarding personnel/production problems and faulty/inferior food.
24. Supervises and evaluates personnel as assigned.
25. Provides daily cash count for cashiers, makes bank deposits and serves as backup for cashier.
26. Enforces system procedure regarding student charges and assists cashier in contacting parents and informing principal of excessive charges.
27. Performs other duties as requested by the principal or director.