

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Cafeteria Manager

LOCATION: Schools within the Division

JOB CATEGORY: Professional/Support

PAY GRADE: Grade 15

FSLA: Exempt

IMMEDIATE SUPERVISOR:

Food and Nutrition Services Coordinator

GENERAL DEFINITION AND CONDITIONS OF WORK

Manages an individual school food service operation in an organized and efficient manner by directing the activities of cafeteria workers, while also meeting state and division requirements.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ◆ Follows menus, assuring that standardized recipes and portion controls are followed;
- ◆ Supervises the food service staff by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance, and recommending disciplinary action;
- ◆ Orders appropriate quantities of food and supplies and assures proper storage and authorized use of same;
- ◆ Checks goods received against stock orders and invoices and contacts Food Service Coordinator to correct any errors;
- ◆ Takes inventories of food, supplies and equipment;
- ◆ Follows approved housekeeping and safety practices to ensure that sanitary and safe conditions are maintained in the kitchen, food serving areas, and in dining areas;
- ◆ Maintains records of hours worked by employees. Maintains food quality standards, including appearance and taste. Assures that meals, snacks and beverages meet the meal requirements specified by the U.S. Department of Agriculture and the Commonwealth of Virginia;
- ◆ Follows School Board approved policies and procedures to protect the anonymity of students who qualify for free and reduced price meals;
- ◆ Prepares, forwards, and maintains files of records and reports required by the Food Service Program;
- ◆ Initiates requests for equipment repairs or replacement;
- ◆ Implements security measures to prevent vandalism and theft;
- ◆ Makes daily bank deposit of cash received;
- ◆ Adheres to uniform and personal hygiene requirements;
- ◆ Assumes responsibility for professional growth and keeps skills up-to-date;
- ◆ Complies with and supports school and division regulations and policies;
- ◆ Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- ◆ Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- ◆ Models non-discriminatory practices in all activities;
- ◆ Performs related duties as assigned by the Food and Nutrition Services Coordinator and/or Building Administrator in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Must be able to follow oral and written directions and have the ability to get along well with others;
- ◆ Must possess the ability to manage resources (people, equipment, food, finances, etc.) to best meet the nutritional needs of the students and the expectations of the school district;
- ◆ Ability to accurately complete and submit food service reports according to state and division requirements.

- ◆ Must be physically able to perform the various duties as specified in this job description.
- ◆ Stamina to stand and walk on hard flooring for long periods of time.
- ◆ Ability to withstand a wide range of temperatures.
- ◆ Ability to work with chemical and cleaning agents.
- ◆ Have strength to lift and carry food items or objects weighing up to 50-pounds.
- ◆ A current ServSafe Certification or ability to get one.
- ◆ Completion of courses pertaining to quality food preparation, food service management, nutrition, sanitation, and supervision are desirable.
- ◆ Certification as a Food Service Manager from the Food Service Foundation.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to completion of high school. Experience and proficiency in quantity food service functions are preferred.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are typically performed in areas related to the cafeteria and kitchen. Work is typically performed walking or standing. Physical stamina is required to tolerate continuous standing, stooping, reaching, grasping, kneeling, walking, bending and lifting of objects weighing up to approximately 50 pounds is required. The ability to withstand temperature variances common to food service facilities is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Food service managers are in daily contact with teachers, students, administration, the general public and other work related personnel. The ability to handle complaints, express a service-oriented attitude, communicate effectively with others, and work with limited supervision.

EVALUATION

The Food and Nutrition Services Coordinator or designee will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.