

CAFETERIA MANAGER

The Cafeteria Manager, under the supervision of the Coordinator of Child Nutrition Services, is responsible for the management of the school cafeteria which involves organizing, directing, training, and assisting the staff of the kitchen in the daily preparation of large quantities of food. The manager is also responsible for maintaining policies, procedures, and standards of the state and federal school food programs regarding practices in food preparation and record keeping.

Specific Responsibilities

1. Attend mandatory in-service training.
2. Maintain a professional relationship and work harmoniously with co-workers, supervisors, staff, and students.
3. Plan, organize, and carry out assignments with minimum supervision.
4. Exhibit computer usage skills (secondary).
5. Count money and make bank deposits.
6. Display positive attitude toward School Nutrition Program.
7. Exhibit leadership qualities and work well with others.
8. Possess thorough knowledge of food service operations, child nutrition, sanitation, and management skills.
9. Possess the ability to plan, organize, instruct, and supervise employees.
10. Enjoy children and believe that serving them nutritious, attractive meals is an important part of their education process.
11. Perform all tasks involving lifting, carrying, pushing and pulling food, materials, and equipment required to produce meals in the Benton Public Schools.
12. Assist other school nutrition personnel in interpreting the goals and objectives of the program to the students, teachers, parents, and community.
13. Maintain kitchen equipment in safe, orderly, and sanitary condition in accordance with local and state public health laws and codes.
14. Supervise the proper receipt, storage, and use of all products purchased through the program.
15. Establish duties and work schedules for all employees; post and implement the schedules.
16. Maintain a file of standardized recipes, and instruct personnel in the use of standardized recipes.
17. Instruct and supervise employees on the job, including the correct use, cleaning, and maintenance of equipment.
18. Insure each worker observes high standards of grooming and work habits.

19. Evaluate the food service employee's performance each year as specified by the Coordinator of Child Nutrition Services.
20. Develop a climate in the cafeteria that inspires students and faculty to want to have their meals at school each day.
21. Insure that standards of health, safety, and cleanliness are maintained in the kitchen and cafeteria area.
22. Report all accidents immediately and complete all required forms.
23. Complete detailed, individual job descriptions for each employee.
24. Make and post food preparation and cleaning schedules.
25. Train, supervise, and evaluate all employees according to established procedures.
26. Be responsible for security of all food, supplies, equipment, etc. in the kitchen.
27. Perform other duties as assigned.

1/29/15