

MARION COUNTY JOB DESCRIPTION

Position Title: Cafeteria manager
Department: Food Service
Reports To: Director of Food Service
Approved By: Marion County Board of Education Date: December 2010

SUMMARY: Responsible for all aspects of food production in assigned school, keeping within sanitation, food cost, and scheduling guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Manage, coordinate and oversee the day-to-day food service operations at an assigned school kitchen
- Train and assist employees in the proper handling of food, as well as the correct use and care of kitchen equipment
- Inspect kitchen area to assure compliance with health, safety and sanitation requirements and regulations
- Maintain daily and monthly records in compliance with state and federal regulations
- Operate a cash register or other approved money collection mechanism
- Reconcile final count of cash from breakfast and lunch receipts
- Ready cash for shipment and deposit daily in an authorized depository
- Ensure that all equipment in the cafeteria area is in safe, working condition and notify the appropriate authority when repairs are needed
- Communicate with the Food Service Director in the ordering of food and supplies
- Communicate with school official on the status of free, reduced and paid students
- Plan work schedules and coordinate daily work for efficient use of labor, receive calls from employees and call substitutes as necessary
- Assist in meal preparation
- Assign substitute staff for food service workers

SUPERVISORY RESPONSIBILITIES: Supervises kitchen helpers.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: High school diploma or general education degree (GED) previous experience. Complete State, Department of Education, School Food Service Statewide Training Program or equivalent preferred.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to pass written and demonstrative managers exam. Good organization and math skills; ability to lift 50 pounds, ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must frequently lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and below 0 and occasionally will walk on slippery surfaces. The employee

must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

File Name: Manager, Cafeteria