

Rochelle Independent School District

Job Description

Job Title: Cafeteria Manager / Food Service Employee

Pay Grade: Paraprofessional Scale (168 Days) + Manager Stipend

Date Revised: April 2023

Summary: Manages and coordinates the entire child nutrition operation of the district. The Cafeteria Manager plans and implements programs that meet regulatory and nutritional requirements. The Cafeteria Manager will serve as the lead in all cafeteria operations (including planning, ordering, inventorying, accounting, preparing, cleaning and serving food).

Qualifications

Education:

High school diploma or GED

Serv-Safe Certified or equivalent (district can help obtain this)

Experience in institutional food service management

Special Knowledge and Skills:

Knowledge of methods, materials, and equipment used in food preparation

Knowledge of menu planning, food purchasing, and preparation of foods in a food service environment

Ability to effectively manage personnel

Ability to implement policy and procedures

Knowledge of health department procedures

Strong organizational, communication, and interpersonal skills

Major Responsibilities

1. Directs and oversees the daily onsite operation of a single school cafeteria.
2. Develops schedules and assigns work to campus food service workers.
3. Adheres to and maintains serving schedules as defined by the principal.
4. Works cooperatively with the principal to accommodate schedule changes.
5. Assist with any necessary mid-year/probationary evaluations and mandatory yearly evaluation.
6. Plan breakfast and lunch menus for each month.
7. Ensure that food is produced safely and is of high quality according to policies, procedures, and governmental requirements.
8. Store and handle food/supplies safely using applicable health and safety codes/regulations.
9. Ensure that employees operate, clean, and maintain tools and equipment according to prescribed safety standards, and follow procedures to meet all standards regarding cleanliness, health, and safety.
10. Assist in correcting unsafe conditions within the cafeteria and report any concerns to the Maintenance Director and/or Superintendent.
11. Provide a variety of menus that encourage students' developments of nutritional awareness.
12. Order, receive, and inventory all food items, equipment, nonfood items, and cleaning supplies.
13. Maintain a system focused on quality food production.
14. Order and prepare in a manner that reduces waste.
15. Maintains necessary food production records.
16. Maintains food cost and non-food supplies in order to create a cost-effective food program of high integrity.
17. Complete annual continuing education requirements.