

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Child Nutrition Cafeteria Manager

FLSA: Exempt

GENERAL STATEMENT OF JOB

Responsible for planning, organizing, and marketing of the school's food service program. Under limited supervision, manages the preparation and serving of student and staff breakfasts and lunches in assigned school; supervises all café workers, requisitions foods and supplies; ensures menus are properly prepared and that established standards and regulations are met. Assumes full responsibility for the development and maintenance of a sound and fiscally sound school food service program at his/her school in accordance with state and federal regulations. Reports to the Director of Child Nutrition.

ESSENTIAL FUNCTIONS

Follows current State and USDA Federal rules and regulations regarding the National School Lunch reimbursable meal program, food safety and sanitation to include DHEC and the HACCP standard operating procedures.

Trains, instructs, schedules, assigns, supervises, and evaluates the food service staff, including the substitutes, in the preparation, production, and serving of meals and a la carte product sales. Trains staff to recognize the meal components necessary to qualify as reimbursable meal and to implement the "Offer vs. Serve" policy properly, ensuring that adequate variety and quantity of food is on hand throughout the serving period.

Oversees staff production to make sure recipes are being followed and that staff does not over produce food and that proper serving sizes were used to ensure food costs and to cut down on food waste.

Supervises duties of assigned cafeteria workers, cashiers; supervisory duties include instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; and recommending employee discipline.

Demonstrates the ability to operate the Nutri-Kids Software System and completes/ reviews all financial records with accuracy and in a timely manner.

Evaluates the work of subordinates and makes recommendations as appropriate; offers advice and assistance as needed and ensures all subordinates follow district wide dress code.

Conducts on-the-job training for current and new employees.

Procures foods and related supplies and maintains inventory; ensures the proper storage and rotation of food products using the FIFO method.

Plans and supervises kitchen cleaning schedules; inspects kitchen and food service equipment and utensils for cleanliness and sanitation and ensures equipment is in proper working order.

Monitors labor, equipment, and food costs for compliance with budget allocations and ensures net revenues exceed net expenses.

Reviews and/or prepares bank deposits and other financial records, ensuring accuracy and completeness; safeguarding all monies received.

Serves as a nutrition education resource in the school for teachers, parents, and students.

Performs general administrative tasks, including but not limited to, answering the telephone, filing, copying documents, attending meetings, etc.

Prepares and/or submits various records and reports including inventory records, production reports, payroll forms, meal counts, menus, personnel records, account records, etc.

Refers to policy and procedure manuals, recipes, food guides, equipment manuals, etc.

Operates a variety of office equipment such as a computer, printer, fax machine, copier, calculator, telephone, etc.; operates a variety of kitchen equipment including a dishwasher, steamer, kettles, oven, slicer, mixer, fryer, braising pan, grinder, freezer, cooler, small appliances, etc. Exercises care and safety in the use of equipment and tools required to complete assigned tasks.

Uses various cleanses and kitchen supplies, utensils, thermometers and gauges, and clerical and computer supplies.

Interacts and communicates with various groups and individuals such as the school Principal, other school staff, district administrators and staff, subordinates, students, parents, visitors, vendors, etc.

Receives and responds to concerns, complaints and inquiries in areas of responsibility.

Attends training, meetings, workshops, etc., as necessary to maintain and enhance job knowledge and skills.

MINIMUM TRAINING AND EXPERIENCE

High School graduate or equivalent with three to five years of experience in food service management; or any equivalent combination of training and experience which provides the required knowledge.

Previous experience with computers, computer software, printers and calculators is desired.

Must be certified in Serve Safe.

American School Nutrition Association membership and certification is recommended; should be certified or working towards certification.

Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Responsibility:

Supervises the activities of the Assistant Manager, operators and substitutes. Maintains sound financial records and responsibilities within assigned school(s); must meet requirements to maintain labor by adhering to the district's approved meals per labor hour formula.

Physical Requirements:

Must be physically able to perform manual work requiring some physical strength and agility, at times lifting up to 50 pounds. Must be able to work long hours while standing with routine exposure to extreme cold or heat. Repetitive tasks performed daily include standing and walking for extended periods of time, and lifting, carrying, pushing and/or pulling of objects.

Personal Protective Equipment/ Job Requirements:

Must provide an acceptable TB test at time of employment and maintain personal cleanliness. Managers are required to wear a district uniform and hard soled, non-slip shoes. Suitable and effective hair restraint must be worn.

PERFORMANCE INDICATORS

Knowledge of Job:

Has thorough knowledge of the methods, procedures and policies of the Newberry County School District as they pertain to the performance of duties of the Café Manager. Has the ability to plan, organize and prioritize daily assignments and work activities. Has knowledge in the areas of nutrition, menu planning, meal preparation and service for large numbers of customers, health and sanitation regulations and methods, bookkeeping, etc. Knows how to plan, organize and direct a food service staff. Knows how to react calmly and quickly in emergency situations; is able to work effectively under stress. Has knowledge of the occupational hazards and safety precautions of the trade. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Dependability:

Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures.

Attendance:

Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to leave requests.

DISCLAIMER:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's Policy on Evaluation of Support Staff Personnel.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____