

School Cafeteria Manager Job Description

QUALIFICATIONS:

- Must be able to read, write and speak English.
- Do simple arithmetic and follow oral and written directions.
- Must have the capacity to grasp and adjust to new and changing situations.
- Must have transportation to and from work.
- This job may require lifting objects that exceed 40 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- Must possess the skills to manage employees under him/her.

REPORTS TO: Principal/School Nutrition Director

JOB GOAL:

It is the responsibility of the Cafeteria Manager to oversee the daily operation of the school cafeteria under the supervision of the Principal or the School Nutrition Director.

ESSENTIAL FUNCTIONS:

1. Handle the day-to-day supervision of cafeteria personnel.
2. Attend training meetings as required; return and train cafeteria staff.
3. Sign and maintain time sheets. Complete leave forms on employees.
4. Order weekly food orders according to inventory control method of First In, First Out (FIFO)
5. Organize and maintain written work schedules and temperature control logs for employees
6. Keep production records up to date.
7. The manager or their designee will check in orders when delivered and verify count/correctness of the delivery.
8. Operate and maintain large food service kitchen equipment. Report all repairs needed on equipment to School Nutrition Director.
9. Maintain pleasant working relations with fellow employees by setting an example of professionalism for the school nutrition staff to follow.
10. Follow all policies relating to safety measures, sanitation practices, personal standards, work techniques, and methods of performing duties. Keep documentation on file for three years plus the current year.
11. Serve as cashier or designate a staff member to serve as cashier.
12. Maintain a correct and up to date list of free and reduced children.
13. Follow approved guidelines for counting and recording monies. Prepare bank deposits daily. Ensure all reports and deposits are verified and initialed by a second party.

14. Train employees annually on HACCP Policies and SOP's. Train substitutes on these policies.
15. Complete and turn in to the School Nutrition Director computer reports and inventory on a monthly basis.
16. Other duties as deemed necessary.

TERMS OF EMPLOYMENT:

Cafeteria managers are assigned to work 8 hours per day. They are paid 192 days depending on the school calendar. They may be assigned or transferred to any school cafeteria in the district as needed. Salary is established by the Board.

The Trenton Special School District offers its program and employment to all eligible persons regardless of race, color, age, national origin, gender, or disability and is an Equal Opportunity Employer.