

**REGULATION  
STAFF  
JOB DESCRIPTION--LUNCH ROOM MANAGER**

Title: Lunch Room Manager

Qualifications:

1. Demonstrated aptitude for successful performance of the tasks listed.
2. Exhibit managerial ability.

Reports to: Superintendent

Supervises: School lunchroom workers

Job Goal: To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

Performance Responsibilities:

1. Plans and supervises the preparation and serving of meals.
2. Participates, supervises and instructs kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
3. Checks food shipments into the school and signs invoices only after each order is verified.
4. Maintains the highest standards of safety and cleanliness in the kitchen.
5. Determines the quantities of each food to be prepared daily.
6. Determines the size of serving to meet necessary age requirements.
7. Prepares food according to a planned menu and tested, uniform recipes and determines if the finished product is of best quality both in flavor and appearance before it is served.
8. Records all food requisitions from the storeroom and records all meals served, designating with or without milk.
9. Supervises the locking of the storeroom and the maintaining of a correct monthly inventory.
10. Orders on a weekly basis all necessary supplies.
11. Reports immediately to the superintendent any problem or accident occurring in the kitchen or the cafeteria premises.
12. Confers with the superintendent regarding any personnel problems.

13. Receives suggestions from student and faculty groups regarding prepared foods and meals. Makes every effort to incorporate such suggestions into the program in a manner consistent with good institutional standards.
14. Reports to the superintendent any faulty or inferior quality food, which is received.
15. Supervises the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware and utensils.
16. Maintains a current inventory of equipment and food.
17. Utilizes perishable foods to reduce waste to a minimum.
18. Reports monthly to the superintendent's office a cost sheet and lunchroom participation account.
19. Obtains substitute cooks when regular cooks are absent and reports these to the superintendent's office on a monthly basis.
20. Develops an interpersonal relationship among cafeteria employees that is conducive to a proper working atmosphere.

Terms of Employment: The lunchroom manager shall work 175 school days and 2 inservice days before the beginning of the school year.

Evaluation: Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified personnel.