



CAFETERIA MANAGER III

GENERAL RESPONSIBILITIES

Responsible for planning, managing, monitoring, supervising and providing assistance in the provisioning, operation, and functions of a high school food service facility (cafeteria) with a staff serving breakfast, lunch, dinner, and ala carte sales.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, coordinate, assign, oversee and participate as required in the preparation, batch cooking and serving of food; preparing and maintaining necessary records and files.
- Identify problems and suggest changes in methods and procedures.
- Open kitchen, set up equipment, prepare cafeteria for serving.
- Train personnel in operational procedures.
- Maintain accurate food service records.
- Proficient at cashiering responsibilities including working knowledge of meal pricing, serving of a la carte items and Point of Service (POS) operations.
- Knowledge of POS with an ability to perform minor troubleshooting tasks.
- Maintain change fund, count, and balance cash and checks received; prepare deposit slips and make daily bank deposits.
- Maintain consistency in food preparation and service to students and school employees.
- Train staff and implement scratch cooking techniques.
- Prepare equipment for food preparation and monitor refrigeration equipment.
- Order cafeteria supplies and prepare food orders as needed.
- Prepare work details for next day, secure kitchen at end of day.
- Supervise cleaning and sanitizing of eating utensils, counters, and equipment.
- Compile reports, invoices, deposit slips and cash register reports.
- Receive, check, and sign for food delivered to school, prepare work schedule, keep time sheets.
- Prepare food production reports, prepare roster sheets.
- Coordinate efforts with school staff, faculty, and support personnel, which include (delivery, maintenance, security and custodial).
- Adhere to and enforce Food Service uniform guidelines.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the preparation, batch cooking and serving of food on a large scale. General knowledge of food quality and special dietary requirements. Extensive knowledge of the practices used in receiving and storing food in large quantities, kitchen sanitation and safety measures used in food handling. Ability to direct operations, cleaning and care of utensils, equipment, and work areas. Ability to supervise the work of others and prepare reports. Establish and maintain effective working relationships with associates, students, and school staff, and to maintain emotional control. Ability to work with others in a close fast paced environment. Time management skills are essential. Must be organized and able to manage multiple responsibilities simultaneously. Be proficient with basic computer skills; including ; Word, Excel, PowerPoint, and Publisher. Thorough knowledge of current Food Service Point of Service Program.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

A valid ServSafe certification issued by the local health department.

Must have successfully completed the Manager Training Class.

Successfully performed responsibilities while training as an on the job manager.

Considerable experience in school food services or other food service.



Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, stooping, and crouching. Work involves moderate exposure to unusual elements such as extreme heat, fumes, smoke, unpleasant odors, hazards such exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Attend current and future training courses as required.

Complete Food Service developed introduction Culinary and Advanced Culinary Arts cooking courses.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 1/20, 7/20
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