

Somerset County Public Schools

Job Description

Job Title: Food Service Cafeteria Manager
Department: Food and Nutrition Services
Reports To: Building Principal/Coordinator of Food and Nutrition Services
FLSA Status: Non-Exempt
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Approved By: Board of Education
Approved Date: 4/20/2010

I. Summary

The employee is a working supervisor that will perform work under the direction of the building principal and the Coordinator of Food and Nutrition Services. Individual is responsible for the efficient operation of the school cafeteria by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Building Principal or the Coordinator of Food and Nutrition Services.

- Provides accurate data of meal preparation and quantity served based upon federal guideline.
- Maintains inventory and orders food and non food items; Ensures first in-first out procedures.
- Ensures Cafeteria is operating in a safe and sanitary manner.
- Ensures all HACCP regulations and policies are adhered to.
- Reconciles daily financial records; Assumes responsibility for all financial transactions.
- Assigns work schedules, establishes priorities and production.
- Assumes responsibility for profit/loss of the operation.
- Assures food quality and portion control of meals.
- Assists with menu planning and product testing.
- Trains employees on proper food production and equipment operation.
- Assists with food preparation and cashiering functions.
- Serves as nutrition advisor and resource person for the Building.
- Attends school related functions and provides support to the building operation.
- Performs supervisory functions such as, but not limited to, evaluation of employees, disciplinary actions and recommendations for promotions and transfers as necessary.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual should expect change and should respond to it productively and efficiently. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

At least a high school diploma or GED with at least four years experience in food services. Preference will be given to those having experience with Somerset County Food and Nutrition Services.

B. Certificates, Licenses, Registrations

Must have sanitation certification (Safe-Serve) or must obtain within 6 months of hire.

Valid driver's license.

C. Language Skills

Ability to read, analyze, and interpret safe food handling practices and HACCP regulations. Must understand and communicate to staff functions of meal planning and federal meal guidelines. Ability to write, understand and complete on time reports such as inventory, production records, and accountability forms. Ability to effectively present information and respond to questions from groups of students and staff.

D. Mathematical Skills

Thorough knowledge of addition, subtraction, multiplication and division. Must be knowledgeable of all units of measurement associated with food quantities and be able to convert to measurement requested.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of basic computer operation and familiarity of Spreadsheet software and Word Processing software. Pursues training and development opportunities to expand job knowledge.

G. Other Skills and Abilities

Must have thorough knowledge of the operation of cash registers.

H. Other Qualifications

Must be able to travel to in County and out of County meetings as requested. Must be dependable. Ensures work responsibilities are covered when absent. Notifies the Building Principal and Coordinator of Food and Nutrition Services when going to be absent or out of the Building.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. Must be able to climb on a step ladder or step stool. The employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Must have ability to work in temperatures from 0 degrees when in the walk in freezer to 85 degrees in the cooking area.