Cafeteria Manager

Rev. April 2023

Reports to: Nutrition Services Manager

Dept./Campus: Assigned Campus

Status: Non-Exempt

Paygrade: 504 Elem/505 MS/ 506 HS

Term: 178 Days

PRIMARY PURPOSE:

Responsible for on-site leadership of campus school nutrition operations. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Nutrition Services administration. Ensure all operations follow safe food handling standards.

MAJOR RESPONSIBILITIES AND DUTIES

- **Cafeteria Management and Food Preparation**
  - Develop work schedules, assign work to campus nutrition service workers, and oversee completion of duties.
  - Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
  - Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.
- **Safety and Sanitation**
  - Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.
  - Conduct food handler safety training at the campus level and enforce standards of cleanliness, health, and safety.
  - Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
  - Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
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  - Follow established procedures for locking, checking, and safeguarding facilities.
- **Inventory and Equipment**
  - Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
  - Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.
  - Maintain logs on all equipment maintenance required within campus food service department. Perform preventive maintenance and report needed equipment repairs. Recommend replacement of existing equipment to meet department needs.
  - Conduct regular physical equipment and supplies inventory.

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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Rev. Nov. 2017

- **Policy, Reports, and Law**
  - Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.
  - Review and submit accurate time and attendance records for payroll reporting purposes.
  - Complete annual continuing education requirements.
  - Follow district safety protocols and emergency procedures.

SUPERVISORY RESPONSIBILITIES

- Monitor and issue work assignments to campus nutrition services workers.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED
- Certified Food Manager
- Food Handlers card from Williamson County
- Minimum of 18 months of school food service experience in a variety of positions

Knowledge/Skills/Abilities:

- Knowledge of methods, materials, equipment, and appliances used in food preparation
- Knowledge of food handler safety
- Ability to manage personnel
- Effective organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching
- Frequent moderate lifting and carrying (15-44 pounds)
- Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures; extreme humidity, noise, vibration, microwaves, bacteria/mold/fungi, fumes/vapors/gases, electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces
- Work with frequent interruptions; maintain emotional control under stress