



## **CAFETERIA MANAGER IN TRAINING**

### **GENERAL RESPONSIBILITIES**

As part of the cafeteria manager in training program, the position is responsible for assuming and performing the duties of a temporary cafeteria manager or assistant to fill-in for vacancies at various locations throughout the division, as assigned by the Office of Food Services, while ensuring adherence to all federal, state and local food service regulations.

### **ESSENTIAL TASKS**

(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.)

- Prepare and serve breakfast, lunch, supper and other food to children and adults in a courteous customer service oriented manner.
- Role model overall good personal hygiene and sanitation procedures.
- Organize and set up equipment and workstations.
- Plan, coordinate, assign, oversee and participate as required in the preparation and serving of food; prepare cafeteria for serving.
- Prepare food according to written and oral instructions.
- Serve breakfast, lunch, supper and a la carte items.
- Ensure compliance with and trains staff on all HACCP requirements.
- Proficient at cashiering responsibilities including working knowledge of meal pricing, serving of a la carte items and Point of Sale (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 deposit money in the bank daily.
- Ability to recognize and train other staff members the components needed to make a reimbursable meal. Explain Offer Vs Serve to administrators, staff and students.
- Prepare daily and weekly work schedules for cafeteria assistants.
- Maintain all food service records; complete planning, production records and inventory withdrawals.
- Instruct subordinates on how to fill out technician worksheet, production plan, withdrawal form and inventory procedures.
- Replenish food and maintain clean serving areas.
- Monitor food and equipment temperatures at all times.
- Exhibit courtesy and understanding to staff and customers.
- Perform dishwashing duties using a 3 compartment sink and automatic dishwashing system.
- Set up and break down of serving areas.
- Receive, rotate stock and perform the functions of inventory control.
- Participate and/or conduct formal and informal training sessions.
- Proficient in the knowledge of and application of good sanitation practices.
- Exemplifies the professional behavior of a reliable employee.
- Perform preparation duties for the next day.
- Maintain a neat, clean and safe work environment.
- Participate in marketing promotions and special events for students, adults and community.
- Perform related work as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Must have a comprehensive knowledge of materials and methods used in preparing and serving meats, breads, vegetables and other foods on a large scale, an extensive knowledge of the use or care of food preparation equipment. Must be skilled in the use of standardized and specialized kitchen utensils and equipment. Must have the ability to establish and maintain effective working relationships with associates, students and school staff; maintain emotional control and work with others in a close fast paced environment.

**EDUCATION AND EXPERIENCE**

Must have a high school diploma, GED or 1 year food service experience. Have the ability to follow written food menus, recipes and work schedules. A valid food handler's card issued by the school division.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift up to 50 pounds. Ability to stand for long periods of time. Potential risk of exposure to chemicals.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license  
Must successfully attend Manager Training Course. Must attend before or just after attaining this position.  
Must successfully attend Leadership and Management Course. (When course has space available)  
Must meet 10 hour USDA mandated training requirements for School Nutrition Staff annually.  
Must successfully attend a 12 hour ServSafe Certification Course.  
Must successfully attend a 4 hour ServSafe Re-certification every 3 years.  
Must successfully complete the on-line Fats, Oils and Grease Program. Administered at Vbgov.com.  
Must provide their own slip resistant safety shoes, hair and beard restraints. These items must be worn daily.  
Personal transportation required from home school to assigned site. Qualified mileage reimbursement at VB Schools per mile rate may apply.

FLSA status: Non-exempt	Description: 7/17
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