

SUPERVISING CAFETERIA MANAGER

GENERAL RESPONSIBILITIES

Oversee cafeteria operations and insure that they are operating according to state and federal guidelines, while maintaining financial soundness and providing well-balanced nutritious meals that meet the USDA Dietary Guidelines. Cater meals, receptions, and other food as requested.

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.)

- Review and advise cafeteria operations in areas of record keeping, nutritional standards, free and reduced policies, food storage and handling, forecasting, preparation and serving of food, and sanitation standards; identify and suggest correction and provide training regarding operational deficiencies.
- Plan and supervise special events throughout the system including: menu development, costing, ordering, labors distribution, set up, and billing.
- Work cooperatively with principals, managers, and all other employees concerning personnel problems, hiring, performance evaluations, and disciplinary action.
- Review monthly Health Department reports and initiate corrections and ensure that proper standards for sanitation are maintained.
- Perform time and motion studies followed by training.
- Conduct federal and state operational reviews.
- Conduct job training with managers, employees, and manager trainees.
- Handle customer comments and concerns.
- Conduct orientation and health card class to interested job applicants.
- Assist with recommendations regarding the selection of equipment and layouts for new or remodeled cafeterias.
- Program and repair computer based cash register systems.
- Perform cost analysis of individual operations regarding the management of money, labor, food, supplies, and equipment.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the practices, procedures and regulations relating to school food service; thorough knowledge of food quality and values, and of nutritional and economical substitutions within food groups; thorough knowledge of the principles and practices used in ordering, receiving and storing food in large quantities; thorough knowledge of budgeting and accounting practices and procedures; thorough knowledge of kitchen sanitation and safety measures used in food handling and in the operation, cleaning and care of utensils, equipment and work areas; ability to plan and supervise the work of subordinate employees as assigned; ability to prepare reports; ability to establish and maintain effective working relationships with school officials, school staff and associates.

EDUCATION AND EXPERIENCE

Bachelors’ degree in Food Service Management and/or Nutrition, Business Management or a related field required. Coursework in sanitation, culinary techniques, marketing, nutrition, customer service, human resource management, computer training, and other helpful topics, preferred. American School Food Service Association (ASFSA) certification and/or ASFSA School Food and Nutrition Specialist credential (SFNS) preferred. Three to five years experience in school and/or food service management and experience in supervising employees, required.

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

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

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

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

FLSA status: Exempt	Description: Rev. 5/10
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