



JOB DESCRIPTION
Floating Cafeteria Manager – Child Nutrition Department

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The Floating Cafeteria Manager under the direct supervision of the Child Nutrition Director, assists the Child Nutrition Department in the areas of Manager, Clerical aide or Cashier as required.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Three years experience in school child nutrition or one year in Child Nutrition Management

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Heath card required when hired

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of methods, materials, equipment and appliances used in Child Nutrition operation
- Ability to manage personnel
- Efficient planning and organizational skills
- Accuracy in counting money and making bank deposits
- Ability to meet deadlines
- Efficient communication and interpersonal skills
- Efficient bookkeeping and record keeping skills

DUTIES AND RESPONSIBILITIES:

1. Assumes the total duties of a Cafeteria Manager or a Clerical Aide or a Cashier when needed.
2. Assists the Dietician and Elementary Supervisor in their duties.
3. Is trained in all computer functions of Department Managers.
4. Assists in training Clerical Aides or Elementary Managers.
5. Is knowledgeable of Federal guidelines and Type A Regulations.
6. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate, interpret procedures and data, understand verbal instructions, memorize, read, coordinate, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-35 pounds), sit, stand, walk, climb a ladder, balance, stoop, kneel, pull, push, reach, perform repetitive hand motions, maintain visual acuity, work inside , be exposed to cleaning chemicals, work with hands in water, work around moving objects, and machines with moving parts.

SUPERVISORY RESPONSIBILITIES:

Supervises all aspects of food production and serving at assigned site

EQUIPMENT USED:

Standard equipment and appliances used in food service and personal computer

Manual Trades Pay Grade: 4
Days: 191
Wage/Hour Status: Nonexempt
Updated: November 21, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.