



JOB DESCRIPTION

Cafeteria Manager II – Judson Early College Academy (JECA)

JOB DESCRIPTION:

The Cafeteria Manager II, under the direct supervision of the food service supervisor, is responsible for preparation and service of breakfast and lunch, maintains on site financial aspects of food service operations, and is responsible for training and supervision of workers.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two years cafeteria management experience preferred. Will accept cafeteria assistant manager experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Ability to pass Human Performance Exam (HPE)
- Health card required when hired

KNOWLEDGE / SKILLS / ABILITIES:

- Reasonable degree of proficiency in bookkeeping
- Accuracy in counting money and making bank deposits
- Knowledge of methods, materials, equipment and appliances used in food service operation
- Ability to manage personnel
- Strong communication and interpersonal skills

DUTIES AND RESPONSIBILITIES:

1. Assigns job schedules to all workers under his/her supervision. Supervises and participates in food production.
2. Ensure employees follow proper safety, sanitation and uniform standards.
3. Orders, receives, and maintains proper levels of food and supplies.
4. Is responsible for cleanliness of kitchen and equipment.
5. Responsible for proper personal hygiene for self and staff.
6. Responsible for professional relationship with employees, students, school staff, and public.
7. Maintains student records (free and reduced files and student accounts).
8. Prepares all cafeteria bank deposits daily.
9. Operates Fast Lane computer system at all meal times, and ensures student reimbursement status is properly determined for all students.
10. Follows federal guidelines to protect the identity of students on the free and reduced program.
11. Keeps records of children with special dietary needs and reports these needs to the district Dietitian.
12. 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 communicate effectively (verbally and written), concentrate, interpret policy and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds) daily. Ability to stand, walk, balance, stoop, pull, push, reach, perform repetitive hand motions, hear, speak, and possess visual acuity. Ability to work inside, around microwave ovens, be exposed to extreme temperatures, noise,

slippery surfaces, exposure to approved chemicals, work with hands in water, and work around moving objects or vehicles.

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: 5

Salary Range: \$11.00 min./ \$13.75 mid./ \$16.50 max.

Days: 194

Wage/Hour Status: Nonexempt

Updated: March 25, 2009

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.