



JOB DESCRIPTION
Secondary Cafeteria Manager - Child Nutrition

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The Secondary Cafeteria Manager, under the general supervision of the Child Nutrition Director and the direct supervision of the food service supervisor, is responsible for planning, preparation and service of breakfast and lunch, maintains on site financial aspects of food service operations, recordkeeping and is responsible for the training and supervision of all staff.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years cafeteria management experience preferred (Will accept cafeteria assistant manager experience)
- Food Manager Certification required

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE / SKILLS / ABILITIES:

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

DUTIES AND RESPONSIBILITIES:

1. Assigns job schedules to all workers under his/her supervision. Supervises at least 6 workers and participates in food production.
2. Orders, receives, and maintains proper levels of food and supplies production.
3. Keeps necessary records (production, TEA) required for the Child Nutrition Program.
4. Ensure employees follow proper safety, sanitation and uniform standards.
5. Responsible for the cleanliness of kitchen and equipment.
6. Responsible for HACCP procedures.
7. Responsible for professional relationship with employees, students, school staff, and public.
8. Maintains student records (free and reduced files and student accounts).
9. Prepares all cafeteria bank deposits daily.
10. Operates Fast Lane computer system at all meal times, and ensures student reimbursement status is properly determined for all students.
11. Follows federal guidelines to protect the identity of students on the free and reduced program.
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: 6

Salary Range: \$12.27 min./ \$15.34 mid./ \$18.40 max.

Days: 194

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.