



JOB DESCRIPTION

Elementary Cafeteria Manager I

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The Elementary Cafeteria Manager I, under the general supervision of the Child Nutrition Director and the direct supervision of the Child Nutrition elementary supervisor, prepares for serving and distribution of breakfast and lunch, and is responsible for the training and supervision of the campus Child Nutrition workers.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Health card when required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of methods, materials, equipment and appliances used in Child Nutrition operation
- Ability to manage personnel
- Efficient planning and organizational skills

DUTIES AND RESPONSIBILITIES:

1. Assumes responsibilities for properly served lunch and breakfast.
2. Trains servers and provides opportunities for improving their skills.
3. Assigns job schedules to all workers under his/her supervision.
4. Keeps in close and frequent touch with Child Nutrition elementary supervisor.
5. Checks employee appearance frequently.
6. Makes out order for items needed, checks all supplies delivered and ensures proper amounts are received.
7. Orders milk daily, makes sure enough is on hand at all times.
8. Responsible for cleanliness of kitchen and equipment and ensures that all safety and sanitation rules are followed.
9. Is conscientious, clean and neat in appearance.
10. 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 verbally, interpret procedures, reason, understand verbal instructions, read, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight daily (15-44 pounds), stand, walk, balance, stoop, pull, push, reach, perform repetitive hand motions, hear, speak, and visual acuity. Ability to work inside, moderate temperatures, noise, around microwaves, slippery surfaces, exposure to approved chemicals, work with hands in water, and work around moving objects or vehicles.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Standard equipment and appliances used in food service

Manual Trades Pay Grade: 4
Days: 192
Wage/Hour Status: Nonexempt
Updates: 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.