

**CAFETERIA MANAGER**

**JOB SUMMARY**

To supervise the daily production of preparing and serving food to school children and maintaining compliance with local, state, and federal regulations including public health and safety.

**QUALIFICATIONS**

- High school diploma (or GED)
- Ability to coordinate meal production, scheduling and sanitation procedures
- Must be able to lift 50 lbs. frequently, 100 lbs. occasionally and 100+ lbs. with assistance
- Such alternatives to the above qualifications as the Director of Schools/Assistant Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Child Nutrition Supervisor
- Coordinate the daily operation of the cafeteria
- Perform cashier duties as needed
- Schedule food production and service based on menus and recipes that comply with meal requirements; ensure that substitutions comply with meal requirements
- Maintain daily paperwork (production records, HACCP records and breakfast cost sheets)
- Balance food production and storage through maintaining weekly orders and inventory
- Participate in scheduled managers meetings
- Supervise the receiving and storage of all food and supply deliveries
- Oversee financial reconciliations daily
- Responsible for knowing and following the safety rules and proper procedures associated with the responsibilities of the job as provided by the Child Nutrition Supervisor
- Attend, when possible, all classes and conferences for food service
- Follow proper personal hygiene procedures that are necessary for the safe and sanitary handling of food
- Follow sanitation and health regulations
- Coordinate with Child Nutrition Supervisor on bid awards
- Assist in the interview and hiring process of individuals for the food service department
- Assist in food service employee evaluations
- Perform other duties as assigned by the Child Nutrition Supervisor, Assistant Director/Director of Schools