

**TITLE:** Cafeteria Manager

**QUALIFICATIONS:** Certification of good health signed by a licensed physician and a tuberculin skin test; ability and interest in cooking, nutrition and daily menu planning; good organizational and communication skills; ability to maintain good rapport with staff, parents and students and ability to meet whatever alterations to the above qualifications as the Board finds appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** Lead and support the food service team in order to serve students with attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness while keeping within budgetary guidelines.

**PERFORMANCE RESPONSIBILITIES:**

Prepares and posts daily menus at least one week in advance.

Orders the necessary foods and equipment. Receives and verifies all foods and materials delivered, stores using the rotation method.

Prepares well-balanced, tasty, low-priced meals.

Completes daily records.

Follows the state and national guidelines and regulations in the preparation and distribution of meals.

Supervises the food service employees in the preparation of daily meals.

Responsible for accurate collection, accounting and depositing of funds.

Coordinates cafeteria volunteers

Supervises the cleaning of facilities.

Reports equipment needing repair to the principal and/or Director of Food Services.

Assists teachers in helping students understand nutrition and the school's food service procedures.

Attends pertinent meetings and workshops.

Assumes responsibility for refreshments at special events upon the request of the principal.

Maintains all records of inventory control and completes monthly reporting requirements.

Encourages high standards of grooming and insists that the highest level of cleanliness is maintained in cooking, serving and storing food.

Completes certification tests as required.

Adheres to all safety protocol.

Works with principal and Food Service Director as a contributor in the hiring and evaluation of staff.

Collaborates with Food Service Director in assignment of hours of employment and overtime. Follows all employment laws and regulations.

**TERMS OF EMPLOYMENT:** Term contract with specified beginning and ending dates as indicated in letter of employment. Hours are as designated by the principal.

**EVALUATION:** Evaluation of the performance of this job will be based on a combination of self-evaluation and supervisor's evaluation according to the procedures developed for all district personnel.