**Cafeteria Manager**

Reports to – School Nutrition Director

Terms of Employment – 185 days per year

To assure the smooth, efficient operation of the kitchen

**PERFORMANCE RESPONSIBILITIES**

1. Orders food and supplies assuring that all necessary stock is on had to prepare menu.
2. Maintains inventory of food stock, non-food supplies and all equipment.
3. Supervises and assists with the preparation of food by following school menus and recipes.
4. Completes and maintains necessary written records to include production sheets for lunch and or breakfast/monthly invoices/daily reports/work schedules/cleaning schedules.
5. Supervises and assists in the daily bank deposits.
6. Supervises and assists in the general cleaning of the kitchen.
7. Supervises and assists with the operation of kitchen equipment.
8. Supervises staff in the assigned performance of their duties.
9. Ensures that kitchen and staff meet all standards of local, state and federal health and National School Lunch/Breakfast Program regulations.
10. Displays leadership and support in all areas of responsibility.
11. Maintains regular attendance
12. Performs other duties as assigned by the School Nutrition Director

**PHYSICAL DEMANDS**

The position requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. Must have a good concept of numbers and how to do inventory.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.

2. Ability to read/write/speak English and to understand directions, both written and oral

3. Ability to get along with people.

4. Must be able to pass all health requirements set up by federal, state and county governments.

5. Ability to keep records, prepare reports and direct personnel.

6. Must be physically and mentally alert.

7. To perform this job successfully and individual must be able to gain knowledge of computer system

And programs that the food service department utilizes.

8. Willing to improve their knowledge by becoming Level I Certified with the School Nutrition Association.

9. Become Certified with the Gallatin County Health Department.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee