

# Farmersville Unified School District

## JOB TITLE: CAFETERIA MANAGER

### JOB DESCRIPTION

#### DEFINITION:

Under the supervision of the Food Service Director, occasionally prepares and supervises the preparation of a wide variety of foods served in a school cafeteria; supervises and assists in general kitchen and cafeteria work; performs related work as assigned.

#### EXAMPLES OF ESSENTIAL DUTIES:

- ▶ Serve as a working Manager
- ▶ Organize and coordinate the nutritional services staff in their daily kitchen duties and food service preparations
- ▶ Assist the Food Service Director in the supervision and evaluation of kitchen staff
- ▶ Confers with the Food Service Director on operational procedures concerning menus and time schedules
- ▶ Oversees that good health and sanitation practices prevail
- ▶ Directs the maintenance of equipment
- ▶ Assists and supervises the preparation and cooking of food
- ▶ Assists and supervises the serving of food
- ▶ Directly responsible for ordering food, supplies, checking of bills, keeping records and handling money
- ▶ Completes Menu Production sheets and Transport Sheets for all sites
- ▶ Manages inventory
- ▶ Operates computer programs
- ▶ Performs general clerical duties in daily operations and other duties as assigned

#### QUALIFICATIONS:

Knowledge of:

- ▶ Proper methods of preparing and cooking foods for large numbers
- ▶ Kitchen sanitation and the methods of cleaning and caring for kitchen equipment
- ▶ Food values
- ▶ Proper food combinations and economical substitutions which may be used within food groups
- ▶ Computer programs

Ability to:

- ▶ Follow oral and written directions
- ▶ Work independently
- ▶ Estimate quantities of food
- ▶ Prepare balanced menus
- ▶ Order supplies
- ▶ Handle money and keep records
- ▶ Supervise adult workers
- ▶ Lift and carry food packages, supplies and equipment weighing up to 50 lbs.
- ▶ Obtain a valid California Driver's License
- ▶ Obtain a Serv Safe Certificate
- ▶ Maintain cooperative, effective relationships with those contacted in the course of work

**EXPERIENCE/EDUCATION:**

Any combination of education, training and experience likely to provide the required knowledge, skills and abilities may qualify. A typical way to obtain the required knowledge, skills and abilities would be:

**Education** - Equivalent to two years of college from an accredited college or university with major course work in food and nutrition, food service management, dietetics, nutrition education, culinary arts, business or related field.

**Experience** - At least three years of relevant school nutrition program experience and additionally at least one year of management experience preferably in school nutrition would be strongly recommended.

**WORKING CONDITIONS:**

*Environment:*

Kitchen environment; subject to heat from ovens and stoves, cold from walk-in refrigerators and freezers.

*Physical Ability:*

Standing and walking for extended periods of time, dexterity of hands and fingers to operate kitchen equipment, carrying, pushing or pulling food trays and carts, seeing to assure proper quantities of food, bending at the waist, and reaching overhead, above the shoulders and horizontally. Be able to lift supplies and equipment weighing up to 50 lbs.

**Work Days:** 200 annual work days

BOARD APPROVED: September 15, 2015