

Job Description

Title: Cafeteria Manager

Reports to: Business Manager

Exempt or Nonexempt:

THIS POSITION IS AT WILL

Summary of Position:

Provide friendly, responsive service in a clean and safe environment that all of our customers and co-workers will enjoy.

Admin Duties:

- Is responsible for the day to day kitchen business such as ordering, inventory, delegating job responsibilities
- Day/week/monthly routines such as production numbers, P&L statements, and bank deposits.
- Ensuring all staff has received training.

Essential Functions, Duties and Responsibilities, Include without Limitation:

- Understand and comply completely with all policies, procedures, standards, specifications, guidelines, directives, assignments and training programs.
- Prepare and cook food as per recipes, production records and manager instruction.
- Keep a clean and safe work area including equipment, utensils, pots and pans.
- Maintain clean and well stocked serving areas including the serving line, salad bars and milk boxes.
- Serve meals to students, staff and parents.
- Be ready and willing to assist fellow workers as situations arise.
- Help put away deliveries in a safe manner, rotating stock using FIFO.
- Sweep and mop floors as needed.
- Remove trash from kitchen and dining room if applicable.
- Follow all local and SFE health regulations.
- Be available to fill in as needed to ensure the smooth and efficient operation of the cafeteria as directed by the manager or immediate supervisor.
- Ensure that the Company's operations for which this position is responsible follow sound financial practices, comply with applicable legal requirements, and comport with established practices in all regards.
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by the Company's policies.
- Ultimate accountability for all duties within the scope of this position's responsibilities.
- Submitting reports as directed and in compliance with deadlines.
- Other functions, duties and responsibilities as may be assigned or which are necessary or appropriate to the position.

Minimum Qualifications:

- Successful completion of all interviews, background investigations and fingerprint clearance requirements (as applicable) prior to employment.
- Submission of all employee-related documents and forms free of false, misleading and/or incomplete information prior to employment.
- Sensitivity and respect for people of various backgrounds, cultures, experiences, and socio-economic situations.
- Have basic cooking and cleaning skills.
- Be able to work in a standing position for long periods of time (up to 5 hours).
- Be physically able to lift, reach, bend and stoop.
- Be able to safely lift and easily maneuver cases of food frequently weighing from 25 to 40 pounds.
- Must possess a food handler's card within 2 weeks of hire if applicable.

MARGINAL DUTIES:

- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises students to ensure safe and orderly environment.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must have a High School diploma or GED in addition to Education/Experience below;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.
- Food Handler’s Certificate

EDUCATION AND/OR EXPERIENCE:

- One year related experience or training;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Excellent written and oral language skills;
- Must use appropriate grammar;
- Ability to communicate effectively;
- Must have legible handwriting.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by School Principal or designee in accordance with Board Policy.

COMMENTS: The employee in this position must be able to plan and work independently and with a wide variety of students. Social skills such as patience, cheerfulness and empathy are very important. Accuracy of records is also essential. Hours may vary according to the assignment designated by the supervisor.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Aguila Elementary School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Aguila Elementary School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Reviewed / agreed to by _____

Date _____