

Oneida Special School District

Job Description

Position Title:	Cafeteria Manager
Reports To:	School Nutrition Director
Job Goal:	To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort and benefit of the students
Term of Employment:	10 Months (as determined by the Director of Schools)

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Plan and direct the preparation and serving of all food in the cafeteria.
- Assume responsibility for the security of food and supplies.
- Supervise the storage and care of food and supplies.
- Assume responsibility for the security of revenue from cafeteria services until it has been deposited in the bank.
- See that menus developed by the food service supervisor are followed without deviation unless preapproved.
- Supervise and participate in the preparation and serving of food.
- Oversee and participate in the cleaning of kitchen, serving, storage and dining areas.
- Assign, direct plan, supervise and evaluate the work of all cafeteria employees.
- Assume responsibility for checking that all equipment in the cafeteria area is clean and in safe working condition, and notify the appropriate authority when repairs or replacements are needed.
- Oversee the security of all storage areas and maintain an accurate monthly inventory.
- Order on a weekly basis all necessary food supplies and report to the food service supervisor any faulty or inferior product received which cannot be returned by the delivery agent.
- Confer with the food service supervisor regarding personnel problems.
- Operate a cash register and accurately account for monies collected.
- Keep clear, accurate, concise and timely records and reports.
- Retain rapport with administrators, teachers, students and other food service personnel.
- Perform any and all other duties as assigned by the Food Service Supervisor.
- Attend all state meetings
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- High school diploma or GED.



- Ability to interpret policies as related to job functions.
- Ability to read, write and follow verbal instructions.
- Possess good oral and written communication skills.
- Must be able to work in temperature extremes (-10 degrees to 90+ degrees).
- Must be able to work on slippery floor surfaces.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).