

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Cafeteria Manager
Job Family: Food Services
Department: Student Nutrition
Typical Work Year: 9 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared/Revised Date: July 1, 2015, rev. 7/1/18

SUMMARY Maintain a food service program that captures a high percentage of participation, meeting the requirements of the federal school lunch reimbursement program and the food cost/labor budget. Manage a successful food service program by preparing and serving food, maintaining kitchen, washing dishes and trays, receiving payment for meals, ordering food supplies and keeping inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

D	25%	Effectively prepare, garnish, and display food for serving.
D	20%	Supervise, train and schedule nutrition service assistants and substitutes on topics including USDA dietary guidelines and standardized recipes, positive customer service, cashiering, professionalism, sanitation, dress codes, safety and batch-cooking. Maintain proper labor hours for cost-control purposes.
D	15%	Establish and maintain good working relationships among nutrition personnel, provide direction regarding customer service and promote positive working relationships with students, staff and building principals.
D	10%	Complete daily required paperwork and accurate computer data entries.
D	7%	Oversee cashiering, calculate and prepare bank deposits, reconcile student lunch accounts and collect monies; and complete all end of day procedures.
D	5%	Monitor preparation of special program snacks and meals.
D	6%	Order all necessary groceries and supplies for kitchen. Receive deliveries following correct procedures.
D	4%	Sign and submit payroll time cards, vendor bills, production sheets, update computer end of month program.
D	2%	Prepare inventory of food and supplies and maintain a proper inventory.
W	1%	Wash kitchen laundry as needed.
M	2%	Provide input on the job performance evaluations of cooks based on documentation and yearly progress in goal achievement.
M	1%	Prepare food for catering requests.
Ongoing	2%	Perform other duties as assigned.

EDUCATION AND TRAINING: High school diploma or equivalent. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential job functions of the position.

EXPERIENCE: 2 years total experience with food service, accounting, and supervision.

CERTIFICATES, LICENSES, & REGISTRATIONS

None required. First Aide/CPR/AED training preferred. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Proficient knowledge of commercial food preparation and equipment.
- Proficient ability to lead, work, and resolve conflict with others.
- Basic math skills and ability to apply weights, measures and amounts in recipes.
- Basic computer skills to include proficiency in the department's POS computer program, e-mail and web site navigation.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with co-workers to maintain a positive and professional work climate
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Knowledge of large volume food production, serving and sanitizing equipment, preferred.
- Knowledge of basic kitchen utensils including knives, slicers, thermometers and cleaning agents.
- Normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Nutrition Supervisor

Direct Reports: This position provides direction to the kitchen staff and input on their evaluations

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Employee is accountable for own equipment and/or supplies.
- Balances end-of-day reports to cash receipts.
- Employee is responsible for accuracy of cash collections and funds security.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X

Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date