*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

**Position:** Cafeteria Cook Manager



**Reports to:** Director of Food & Nutrition

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

**Description:** Coordinate kitchen operations and assist in assigning cafeteria staff along with maintaining responsibility for the ordering of supplies and efficiency of operations that lend to an efficient, clean and pleasurable nutritional experience to the student population of the district

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Prepare and serve quality food to the students
* Prepare food for transfer to other buildings
* Maintain proper documentation necessary for local and state Boards of Health
* Maintain proper documentation of all food, material, and equipment inventory
* Adhere to all sanitary guidelines for both work and attire
* Report immediately any food quality issues to Food Services Director
* Adhere to all rules, regulations and policies of lunch program
* Adhere to school district menu as set by Food Services Director
* Maintain proper inventory of food and supplies for daily lunch menus
* Adhere to all prescribed recipes
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to the appropriate school personnel and proper government authority
* Attend meetings and in-services as required
* Assist in scheduling of staff
* Assign kitchen personnel to various duties and move as needed
* Supervise kitchen personnel in absence of the Director of Food and Nutrition Services

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Exercise care and safety in use of all utensils and equipment
* Assist in daily cleaning of all kitchen equipment
* Direct and/or assist in the preparation of all foods where needed
* Interact in a positive manner with staff, students and parents
* Make contact with the public with tact and diplomacy
* Respond to routine questions and requests in an appropriate and timely manner
* Establish and maintain cooperative professional relationships
* Maintain a level of approachability by administration and staff
* Perform other related duties as assigned by the Director of Food and Nutrition Services

**Qualifications/Certificates:**

* High School Diploma
* ServSafe Certification
* One to two years related experience
* Must be bondable
* Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Ability to estimate amount of food needed for daily menu
* Ability to follow recipes and/or adapt for specific needs
* Ability to read and understand verbal and written instructions, warnings and labels
* Experience cooking in large quantities preferred
* Knowledge of various cooking techniques preferred
* Organizational and problem solving skills
* Ability to work quickly and efficiently
* Competent in basic math for preparing recipes and running cash register

**Additional Working Conditions:**

* Occasional travel to pick up and/or deliver food
* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoops
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 50 pounds

**Equipment Operated:**

Can Opener Oven Dishwasher Food processor Grinder

Knives Microwave Mixer Steamer Braiser

Vending Machine Calculator Cash Register Other relevant equipment/technology

**Required Testing Continuing Educ./Training Clearances**

ServSafe (Manager Only) Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date