

*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**



<b>Position:</b>	Cafeteria Manager
<b>Reports to:</b>	Director of Food & Nutrition
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Coordinate kitchen operations, manage cafeteria staff and order food and supplies while maintaining efficiency of operations to achieve a clean, nutritious, and pleasurable cafeteria experience for students

**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 standards in both work and attire as stipulated during training
- 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 standardized 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
- Run cash register, close cash drawer, provide total cash and meal count as required

### **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 forecast 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 (only with catering)
- 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 pull 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**

ServSafe (Manager Only)

**Continuing Educ./Training**

**Clearances**

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date