Title: Cafeteria Manager

Reports to: Director for Child Nutrition

Terms of Employment: Full-time (6½-8 hours/day)

Salary: Pay Grade 55-58

Qualifications:
- Possession of a valid TB test and health examination issued by the local county board of health or recognized medical authority
- One year school food service experience or related experience
- High school diploma or GED or higher

Supervises: Cafeteria Assistants

Essential Job Functions:
1. Manages food service operations including staff supervision, food production and service, marketing and sanitation
2. Maintains a working relationship with other employees and staff
3. Polite and respectfully serves students, staff, parents, and others
4. Performs tasks assigned with minimal supervision
5. Accepts responsibility for multiple tasks without supervision
6. Follows a work schedule, plans ahead, and helps others on the child nutrition team
7. Implements planned quality menus incorporating time-saving production techniques, effective merchandising and nutrition education activities
8. Receives, stores, handles, prepares and serves food according to established standards
9. Assures that sanitation and safety practices comply with federal, state and local regulations
10. Maintains required system of accountability
11. Plans production schedules and work assignments
12. Trains, supervises and evaluates staff according to established procedures
13. Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner
14. Communicates concerns to appropriate supervisor about policies and procedures relating to all food service
15. Directs preparing and serving meals for special functions and community activities
16. Manages program in accordance with all federal, state and local requirements
17. Attends job-related training classes and workshops
18. Practices procedures in food preparation, use and care of equipment and personal habits to assure that sanitation standards are met
19. Maintains daily production record of food, meal counts, daily deposits and other required documentation
20. Performs other duties and responsibilities as assigned by supervisor
Child Nutrition Department
Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the *Cafeteria Manager* job classification within the Child Nutrition Department of Moore County Schools.

Work in this classification is considered *medium physical work* requiring the exertion of up to 50 pounds of force occasionally and up to 30 pounds of force frequently and up to 10 pounds of force constantly to move objects.

Must be able to:

- stand for six continuous hours
- stoop, squat, kneel and/or bend in a manner that allows the palms to touch the floor (as in cleaning of baseboards, equipment, etc.)
- bend from a standing position in a manner that allows the palms to touch the knees (as in washing of pots and pans in deep sinks and cleaning milk boxes)
- bend from the waist in a standing position with arms outstretched for an extended period of time (as in service of food)
- twist, turn, and/or stretch from side to side that allows the shoulders to be perpendicular to the hips (as in mopping, sweeping, stocking shelves, removing food from ovens, etc.)
- lift, carry, and/or support 30 pounds from shoulder level to above the head (as in placing food in ovens, freezers, stockroom shelves, etc.)
- perform duties requiring non-repetitive motions with hands and wrists (as in slicing, dicing, washing, counting money, writing, scrubbing, scraping, etc.)
- stock, wash, prepare, serve, and handle all types of foods (be aware that some food allergies can be worsened by exposure to menu items containing those foods)
- work with caustic and non-caustic chemicals (be aware that skin allergies and sensitivities can be worsened by exposure to some cleaning chemicals; be aware that some breathing difficulties, such as asthma or emphysema, can be worsened by exposure to cleaning chemicals; rubber gloves and plastic serving gloves are available)
- work in very hot, humid environment (no air conditioning)
- maintain high standards of personal cleanliness (bathe daily and use deodorant, wear clean and pressed uniform and apron, wear clean and polished shoes, wear hairnet)
- learn food preparation, serving, and clean-up procedures
- learn sound sanitation principles
- understand and follow oral and written directions
- read and follow recipes and adjust amounts needed
- learn foods, equipment and techniques used in food preparation, service, and clean-up
- read, write, and utilize basic math skills (multiplication, division, fractions, and decimals)
- use or learn basic computer skills (Windows 2000 XP)
I understand the physical and cognitive requirements, qualifications and essential job functions listed in this job description for **CAFETERIA MANAGER**. I affirm that I meet all of the physical and cognitive requirements and possess the knowledge and skills required by this position. I also will perform all of the job duties listed above, as well as any additional duties requested by the Director for Child Nutrition or other child nutrition supervisor.

__________________________  ______________________  _________________
Signature                     Printed Name            Date

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Administrator’s Signature      Date