

# West Carroll Board of Education

## Job Description

Descriptor Term:

**Cafeteria Manager**

Board Policy Reference

5.013

### QUALIFICATIONS

1. High school diploma
2. Initial physical exam may be required.
3. Demonstrates aptitude or competence for assigned responsibilities.
4. Abstains from the use of tobacco and alcohol while on the job.

### REPORTS TO

Supervisor of School Nutrition

### JOB GOALS

To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and caring.

### DUTIES

1. Supervise production during all foodservice operations.
2. Maintain production records for all foodservice operations.
3. Order needed materials and supplies.
4. Supervise purchasing within the school foodservice unit.
5. Maintain inventory records of all materials and supplies.
6. Maintain records of sales.
7. Submit regular reports as required to the Child Nutrition Supervisor.
8. Plan, organize and assign foodservice employees to routine daily job tasks.
9. Checking completed job tasks of foodservice employees.
10. Develop menus for all meals served and submit the same for posting at schools and in school and/or district publications.
11. Ensure compliance with all state and federal health, safety, and fiscal regulations applicable in the foodservice unit.
12. Make scheduled visits to check refrigeration when school is not in session.
13. Accept deliveries on days when school is not in session.
14. Coordinate and conduct on-site training of foodservice employees.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as supplies, food products, light weight equipment.

**WORK CONDITIONS**

Normal working environment.

**TERMS OF EMPLOYMENT**

Salary and work year to be established by board of education with recommendation from Director Of Schools

**SELECTION BY**

The Director of Schools with acknowledgement by the board of education.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.