

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Cafeteria Manager

**Terms of Employment:** 12 month contract; 174 days

**FLSA Status:** Non-Exempt

**Reports To:** Nutrition Services Coordinator

**Brief Description of Position:**

The Cafeteria Manager is responsible for providing support to the food service activities at assigned location with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; preparing deposits; and complying with mandated health requirements.

**Required Qualifications:**

- High school diploma or equivalent.
- Knowledge of general record keeping; methods of preparing, cooking, baking and serving in quantity; kitchen operation and equipment; sanitation and safety requirements, budgeting, computerized meal accounting, nutrient standard menu planning.
- Ability to lift and/or move 50 pounds individually or with assistance
- Possess the ability to provide direction to others
- Ability to work independently and manage multiple tasks under deadlines
- Communicate effectively and maintain cooperative relationships with those contacted in the course of work
- Knowledge of common computer software programs (ex: Nutrikids, Infinite Campus, Google mail, Excel).
- Must be willing and able to attend meetings and workshops that are scheduled outside of regularly scheduled hours, the regular school day or the school year.
- Must be willing and able to work on school projects and/or functions that are scheduled outside of regularly scheduled hours or the regular school day.
- Must have good organizational skills and possess a willingness to work with students, staff and parents.

**Preferred Qualifications:**

- Knowledge of or certification in ServSafe and HACCP.

### **Essential Duties and Responsibilities:**

- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff according to dietary guidelines.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Manages assigned site operations (e.g. supervise personnel, create menus, monitor meal accounts and expenditures, evaluate new products and/or menus, oversee cleaning procedures, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Orients new employees to work center and school site processes for the purpose of providing training and information regarding site operations and activities.
- Oversees the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as needed, for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation (e.g. meal program records, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Processes receipts for the purpose of completing and documenting transactions and/or preparing bank deposits.

- Reconciles transactions (e.g. meal counts, monies collected, etc.) for the purpose of maintaining account balances in compliance with established policies and procedures and makes daily bank deposits.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Schedules work hours and assignments for cafeteria employees for the purpose of ensuring adequate coverage for daily operations.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 2013