

Descriptor Term:

**GFACB**

**JOB DESCRIPTION:  
CAFETERIA MANAGER**

ISSUE DATE: **8-8-05  
08/8/16**

**QUALIFICATIONS:**

1. Ability to communicate well, both orally and written.
2. Proper certification as required by state.
3. Pass physical exam as stipulated and be able to walk, stand, and stoop for long periods of time.
4. Diplomatic, congenial manner; neat and well-groomed appearance.
5. Supervisory skill and ability.
6. High School Diploma or equivalent.

**REPORTS TO:**

Director of Food Service

**JOB GOAL:**

Manages school cafeteria for students and faculty

**DUTIES AND RESPONSIBILITIES:**

1. Coordinates, supervises, and instructs designated cafeteria staff in the most efficient and safe operation of equipment and preparation of meals.
2. Checks food shipments, signs receipts, and sees that they are stored properly.
3. Determines portion sizes, numbers to be fed, and food substitutions, if necessary, daily.
4. Sees that food is prepared as planned, tested, and of the best quality for the students.
5. Prepares cost breakdowns, payroll information, requisitions, correspondence, and other clerical work as required.
6. Checks supplies, equipment, and cafeteria area to assure safety and protection from theft and vandalism.
7. Is alert for sanitation of facilities, safety of food, kitchen staff, and students; reports any problems and accidents in area to proper authorities.

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8. Reports to Food Service Director any irregularities either with personnel or with food.
9. Keeps abreast of latest institutional food handling techniques through self or departmental education.
10. Performs related duties as assigned and as required.

**TERMS OF EMPLOYMENT:**

All Food Service Managers will work 186 days per school year. This will include one day before the full-time employees report to work at the beginning of the school year, the day after the full-time employees' last day at the end of the school year, and two days for the Jackson County Schools Managers' Workshop/Meeting.

The manager will be paid at the rate of time and a half for the number of hours that exceed forty for any given work week and for all special function(s) that have been approved by the Food Service Supervisor.

Staff filling the position of food service manager may be credited with a maximum of three years work experience if the previous employment was in a job requiring skills related to this position. Verification of this experience must be provided by the previous employer(s).

Managers or other approved designated employees are required to check freezers and coolers during certain holidays and the summer months. If a manager is unable to perform this duty, the Food Service Supervisor will assign another food service employee to handle the task. Temperature logs are to be filled out for each piece of cooling/freezing equipment and the dry storage areas. Mileage at the rate set by the school board and an hourly rate according to the above schedule will be paid to the appropriate persons for this service.

**EVALUATION:**

Performance in this position will be evaluated annually by the Director of Food Service.