

**Bedford County Board of Education  
Child Nutrition Department  
Employee Job Description**

**Job Title:** Cafeteria Manager

**Reports to:** School Nutrition Supervisor

**Qualifications:**

- 1) High School graduate or equivalent.
- 2) Must be able to follow assignments and directions.
- 3) Must be able to work cooperatively with others.
- 4) Must be able to perform work required of job.
- 5) Must show evidence of knowledge of approved principles of food preparation.
- 6) Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Supervises:** Cafeteria Assistants in designated school.

**General Responsibilities:** To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

**PERFORMANCE RESPONSIBILITIES:**

**Rules and Regulations**

- Ensures that Federal and State rules and regulations and local board policies pertaining to meal requirements, record keeping, and personnel are implemented and fulfilled.

**Meal Preparation and Service**

- Plans and directs the preparation and service of appetizing and attractive food in the correct quantities in the cafeteria by means of specifying duties and providing written work schedules to promote efficient production.
- Directs cafeteria staff to ensure that menus developed by the School Nutrition Program Director are followed utilizing standardized recipes and procedures and served in standardized portions to ensure correct quantities to meet the federally mandated nutritional requirements.

## **Personnel Management**

- Assigns, directs, plans, and supervises the work of cafeteria staff in such a way as to prevent grievances and undesirable situations and promote teamwork.
- Plans and assigns the work of employees by means of specifying duties and providing written work schedules.
- Reviews time sheets to ensure that they are maintained in the required manner and prepares them for payroll each month.
- Arranges for substitutes when required.
- Provides and documents on-the-job training for new employees in performing their assigned tasks.
- Provides continuing on-the-job training and means of growth for all cafeteria staff members.
- Conducts and documents monthly meetings with cafeteria staff.
- Assesses individual employee performance and provides a written evaluation in a review with each cafeteria staff member.
- Confers with the School Nutrition Program Director regarding personnel problems.

## **Sanitation, Safety, and Security**

- Organizes and maintains a safe, healthy, and clean operation at all times by means of specifying duties and providing written cleaning schedules.
- Observes and ensures that staff members adhere to the personal appearance policy and are free of illness while carrying out their duties.
  - Ensures that state and local health regulations and codes of sanitation are properly maintained.
  - Performs first aid as needed and reports all accidents using the proper procedure.
  - Checks to see that all equipment in the cafeteria area is in safe, working condition and notifies the appropriate authority when repairs or replacements are needed.

- Assumes responsibility for the security of all food, supplies, and equipment.
- Assumes responsibility for the security of all cash until it is turned over to the proper authorities.

### **Purchasing, Receiving, and Storage**

- Orders all food and supplies needed on an as-scheduled basis through the Central Office.
- Ensures that all food and supplies received into the school are checked against the invoices for accuracy and signed only after each order has been verified.
- Ensures that all food and supplies are received and stored with consideration given to proper food safety and handling procedures.
- Reports any errors in the delivery such as shorts, faulty or inferior receipt, or incorrect price, using the established procedure.

### **Financial Management**

- Responsible for properly reconciling, receipting, and depositing of all collected money in the bank in compliance with state requirements.
- Operates the activity within expense constraints so as to contribute to the financial viability of the School Nutrition Program operation.
- Conducts studies to help in determining plate costs.

### **Reports and Record Keeping**

- Prepares and maintains accurate and adequate records of income and number of meals served by eligibility category as well as adult and a la carte sales.
- Prepares and maintains accurate and adequate records on food and supplies received and used through maintenance of invoices for all purchases and preparation of a monthly physical inventory.
- Reviews and approves employee time records to assure that they are maintained in the required manner.
- Prepares and maintains daily production records as a tool for planning and communication as well as documentation for auditing purposes.

- Prepares and maintains other records as deemed necessary for efficient operation of the program or for auditing purposes.

### **Public Relations**

- Promotes increasing participation through good public relations and marketing skills with students, faculty, and parents.
- Plans, implements and documents special promotions.
- Works with the principal to make the cafeteria an extension of the classrooms and assists in promoting and offering nutrition education to students.

### **Program Evaluation**

- Assists in the evaluation of the cafeteria programs and the correction of identified problems or deficiencies in conjunction with the principal and School Nutrition Program Director.

### **In-Service Training**

- Participates in managers' meetings and in-service training programs to stay informed and to extend his/her knowledge and ability in the various areas of the School Nutrition Program.

NOTE: Performs additional duties as assigned by the School Nutrition Program Director.