

Cafeteria Manager I

Nature of Work

Employees in this classification provide instruction and direction for employees who provide meals and snacks for students attending Jefferson County school facilities with less than 450 students. The tasks associated with the job and number of hours worked per day vary depending on the size and enrollment of the school and the age of the students attending the school. Incumbents are required to order and maintain an adequate inventory of food and other supplies and insure that all equipment is maintained in a proper manner. Daily reports of cash and meal card transactions for teachers, students, and visitors are required. Additional duties associated with the job include: assisting in the preparation and serving of meals; cleaning of the dining facilities, kitchen equipment, utensils and serving trays; receiving and recording meal fees; stocking supplies and food; and monitoring the behavior of students in the cafeteria. Independent decision making is required to delegate staff assignments, determine meal preparation activities, and amounts of food to be prepared. The position requires considerable physical effort due to excessive walking, lifting, and bending and incumbents are exposed to caustic cleaning chemicals and occasional temperature extremes. Work is reviewed through observation of the quality of meals prepared, accuracy of daily reports, efficiency of kitchen operations, productivity on the job, and ability to direct the activities of staff and interact with co-workers, teachers, and students.

Illustrative Examples of Work

- Direct the activities and work assignments of the cafeteria staff.
- Decide menu items to be prepared for each meal that comply with existing USDA guidelines.
- Assist in preparing fresh salads, cutting raw vegetables, and preparing fruit for meals.
- Assist in preparing and serving hot or cold breakfast items for students as they arrive for school.
- Assist in preparing meals and setting up the serving line to provide lunch for teachers, visitors, and students according to established schedules.
- Order, receive, and store food supplies and other inventory items upon delivery.
- Prepare weekly menus and decide upon substitutions as necessary.
- Schedule substitute staff when required.
- Organize and clean freezers and coolers as required.
- Oversee the baking of bread, rolls, deserts, and other baked items for meals.
- Prepare daily, weekly, and monthly reports including production sheets, cash received, time sheets, Microcheck transactions, and the number of students served.
- Operate the Microcheck machine to record student meal transactions.
- Make decisions in response to emergency or problem situations or refers them to the appropriate party for resolution.

- Maintain an adequate and accurate inventory of food, commodities, and other supplies and re-orders as necessary.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school or GED program, considerable knowledge of the nutritional requirements of school age children, experience working in an institutional food service setting, ability to interact successfully and direct the activities of co-workers and interact with school age children, teachers, and the public or any equivalent combination of education and experience to provide the following knowledge, skill, and abilities:

- Thorough knowledge of institutional cooking supplies and equipment and cooking procedures involving the preparation of large quantities of food.
- Thorough knowledge of commonly used food service cleaning supplies and equipment and acceptable standards of cleanliness for food service facilities.
- Thorough knowledge of the safety procedures involving the use of institutional cooking equipment and supplies.
- Thorough knowledge of USDA guidelines pertaining to the national school lunch program and meal pattern requirements.
- Knowledge of the Jefferson County school cafeteria guidelines or the ability to acquire this information in a short period of time.
- Knowledge of food proportions necessary to feed differing numbers and ages of students.
- Skill in the operation of institutional cooking and cleaning equipment.
- Skill in the timing and preparation of meals for large quantities of people.
- Ability to perform the physically demanding aspects of institutional meal preparation including heaving lifting (up to 50 lbs.), excessive standing and walking, and bending.
- Ability to follow directions and adapt to changes in work assignments to meet changing workload demands.
- Ability to supervise and direct the activities of subordinate staff in a successful, productive, and efficient manner.
- Ability to prepare moderately complex reports in an accurate and consistent manner.
- Ability to interact successfully with teachers, school children, and the public.

Necessary Special Requirement

- Incumbents must pass a physical exam and TB test prior to employment.
- Fingerprinting and clearance through TBI required.

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