

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Elementary Cafeteria Manager

Supervisor's Title Cafeteria Coordinator

Date Prepared 3/99 **Date Reviewed** _____ **Date Reviewed**

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review**
Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl**

Location

Implementation Date _____ **ADA Review**

Job Summary

Manages the day-to-day operation of the serving kitchen in the school. Helps in meal service, using ovens and warmers to get pre-prepared food ready for service according to package instructions. Oversees serving of food and preparation of counters and serving areas. Helps set-up food, helps with cleaning of serving areas and lunch tables. Orders needed supplies. May order supplies for and set up additional serving lines such as a salad line. May serve and/or assist in serving student breakfasts. Trains and supervises one adult helper and 5 to 24 student workers.

Essential Functions

1. Orders and prepares food for breakfast, lunch and special occasions. Trains and directs the activities of one adult helper and student workers, arranges for substitutes as needed, records and submits hours worked by adult help, assigns work tasks, and ensures available food ready to serve on schedule.
2. Supervises and helps with counter set-up, serving and general clean-up including the emptying of garbage containers and the breakdown/disposal of cardboard boxes.. Decorates kitchen and eating areas for holidays and special occasions.
3. Cooperates with school lunch secretary on ordering number of lunches. Orders supplies from central kitchen for students and preschool participants.
4. Oversees use of ovens and warmers to get pre-prepared food ready for service according to package instructions. Complies with Federal regulations for ServeSafe program.
5. May order supplies for and set up additional serving lines such as a salad line.
6. Serves or assist in serving student breakfasts.
7. Performs and supervises opening and closing of cafeteria each year, extra cleaning, inventory counting, and food service at extra curricular activities.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Knowledge, Skill and Ability

Requires skill in operating all kitchen equipment and some office machines. Needs to be able to plan and organize the activities of subordinates to meet the demands of the cafeteria. Must be able to effectively manage ServeSafe program to be in compliance with federal guidelines. Incumbent must be able to motivate helper and student workers to be productive and cooperative. Must be a mediator in problem solving and withstand the pressure of meeting schedules. Needs to be dependable and on time because of lack of substitutes.

Minimum Entrance Requirements for Training

High School diploma or equivalent.

Minimum Entrance Requirements for Prior Experience

Requires one year cafeteria experience with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Job requires safe and proper operation, care and maintenance of all kitchen equipment. Trains and monitors staff in the ServeSafe program. Some public relations responsibility in interaction with children and others.

Interaction with Others (Non-Supervisory)

Works with principal, secretaries, central kitchen staff and may work with parents and PTA.

Supervision

Supervises small groups (5 - 24 students) and is accountable for cafeteria operation. Supervises one adult worker during breakfast, lunch and special occasions. Some emergencies must be resolved.

Working Environment

Standard kitchen conditions including exposure to heat cold and wet floors. Daily pressure and fatigue may be considerable due to the time factors involved and supervision of student workers. May occasionally serve and work with emotionally disturbed, mentally disabled, and physically handicapped children. Works around hot equipment and may stand for long hours without breaks.

Physical Demand Characteristics

Frequent lifting of light and medium weight objects. Most lifting is under 50 lbs with occasional lifting of heavy or hot items.