

**South Tippah School District
Cafeteria Manager
Job Description**

Qualifications:

High School Diploma or equivalent, Certified by the State Department Child Nutrition Division Yearly

Reports To:

Food Service Director & Principal

Job Goal:

To provide nutritionally balanced and attractive meals to all school children

Duties & Responsibilities:

1. Assigns, plans and supervises the work of all cafeteria employees as directed by director and principal
2. Supervises and participates in the preparation and serving of all food in the cafeteria. The manager is responsible for the quality, attractiveness, and edibility of the food.
3. Assumes responsibility for the security, storage and care of food, supplies and equipment
4. Follows menus developed by the Food Service Director without deviation unless instructed by director
5. Responsible for calling in substitute workers in the absence of a regular cafeteria employee. A list of approved substitutes will be provided by the Food Service Director.
6. Supervises and participates in the cleaning of kitchen, serving, storage and dining areas
7. Observes all employees health and sanitation practices
8. Assumes responsibility for checking 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
9. Consults with director on a regular basis
10. Sees that all invoices received are checked for correct price, correct identification of product, and correct quantity ordered. All invoices **MUST** be signed by the manager.
11. Sees that leftovers are properly stored and used
12. Never uses any food if there is any doubt of possible contamination
13. All managers must attend summer institute (the correct number of times to be certified) in order to maintain certification. Expenses will be paid from school lunch funds. A copy of the manager's certificate must be maintained in her personnel file in the district office.
14. Locks and unlocks cafeteria in the morning and afternoon
15. Completes all bookkeeping records after lunch is served. Managers will work with cashiers on completing daily reconciliation forms.
16. Managers are responsible for filling our requisition forms for food and equipment, which will be submitted to the director for ordering. Weekly food and supply orders shall be submitted as set by the director according to company delivery schedules.
17. Checks and records temperature of freezers and coolers daily
18. Records to be kept daily are: production records (menu books) & temperature logs
19. Records to be kept weekly are: cafeteria work schedules & cafeteria cleaning schedules

20. Turns in items to director: requisitions and invoices, commodity FD3's, circled when received

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Evaluations are performed yearly by the Food Service Director and include all aspects of each individual cafeteria as a whole

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____