

TITLE: CAFETERIA MANAGER

QUALIFICATIONS:

1. High school diploma and Culinary Arts Certificate from an accredited institution
2. Minimum 5 year experience in food service operation
3. Preferred personnel supervisory experience of 5 years
4. Knowledge of the principles of food management, nutrition, sanitation and applicable safety regulations
5. Ability to perform office functions to include reports as required by the Delaware Department of Education
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Director of Business and Facilities

SUPERVISES: Kitchen and Cafeteria Workers as assigned

JOB GOAL: To prepare and serve healthy nutritious meals for students and staff, and coordinate the work related activities in the school kitchen and cafeteria.

**PERFORMANCE
RESPONSIBILITIES:**

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Prepares daily school meals according to a planned menu and to standards set forth by the appropriate state/federal agency in addition to the nutritional goals as set by the School Health Leadership Committee (SHLC).
3. Must participate in school related activities. Must be an active member of the School Health Leadership Committee.
4. Processes all delivery receipts, bank deposits, payrolls, and daily sales records as directed and in accordance with board policy and school procedures. Must complete all Federal, State and School required reports.
5. Requisitions food supplies and verifies receipt of food shipments.
6. Supervises the daily cleaning of all kitchen equipment and utensils and the sanitary condition of the food preparation and serving areas.
7. Orders all necessary supplies and maintains a monthly inventory.

8. Confers with the Director of Business and Facilities on all matters related to the food service operation.
9. Reports immediately to the Director of Business and Facilities any problems or accidents occurring in the kitchen or cafeteria area.
10. Assumes responsibility for the security of food and supplies.
11. Must review and process all financial reports as required. Must develop budget to ensure a balance budget. Must submit all financial invoices/receipts in a timely manner. Must submit monthly financial report to Director of Business and Facilities by the 5th day of each month.
12. Performs other activities and duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertified staff.