

Franklin County Community School Corporation

Job Title	Cafeteria Manager			
Position Type	<input checked="" type="checkbox"/> full time	<input type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input checked="" type="checkbox"/> non-certified	<input type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input checked="" type="checkbox"/> 190 days	<input type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

Job Purpose: The Cafeteria Manager is responsible for overseeing the day-to-day operations of the school cafeteria.

Duties:

1. Learn, understand and follow all requirements for the cafeteria program as set forth by Federal regulations, State regulations, Corporation regulations, and Director of Food Services.
2. Keep all required production records and costing sheets up-to-date and submit them to the Director of Food Services as required.
3. Maintain a perpetual, physical inventory of all food and supplies.
4. Maintain and preserve daily records of menu and all supplies used on the prescribed forms for the U.S.D.A. reviewer.
5. Order food and supplies using the Food Buying Guide and recipe file.
6. Submit staple and frozen food orders to Director of Food Service prior to deadlines.
7. Accept and sign for cafeteria deliveries.
8. Rotate and use stock within the required time frame.
9. Understand and use standard recipes and conversion charts.
10. Learn and demonstrate the proper use and care of all equipment.
11. Know and demonstrate sanitary and safe food handling and storage procedures.
12. Establish a work schedule for all employees that maximizes effectiveness and efficiency.
13. Provide instruction for new employees & subs about proper cafeteria procedures & practices.
14. Assist at any and all work stations as time permits.
15. Make work assignments to promote efficiency, effectiveness, and employee morale.
16. Prepare payroll information as directed by the Corporation's Business Department personnel.
17. Complete "Maintenance Request" forms as needed.
18. Complete reports for any work related injuries and submit them to the Food Service Director and the Payroll Manager after the injury according to the necessary time line.
19. Perform all other duties as assigned by the Director of Food Service.

Skills/Qualifications:

1. Shall have earned a high school diploma or its equivalent
2. Shall be generally in good health
3. Shall demonstrate a genuine interest in institutional food preparation and related work
4. Shall possess the ability to cook and bake quality food products
5. Shall possess the ability to supervise other employees
6. Shall possess the ability to lift a reasonable amount of weight
7. Shall possess the appropriate skills in written and oral communication

Evaluated by	Food Service Director
Probationary Period	The employee shall be evaluated annually.

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