

**GULFPORT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Cafeteria Manager

Board approved June 18, 2012

QUALIFICATIONS:

1. Training and experience of a manager includes graduation from high school and/or GED certificate with courses in home economics and nutrition, supplemented by at least three years of practical experience in the preparation and service of foods to large groups of people including three years experience in the Gulfport Schools.
2. Managers must have 24 hours of technical training, attend Food Service Management Certification courses sponsored by the Mississippi State Department of Instruction and hold a current certificate. Certification is based on education, experience, professional growth, and skills which are conceptual, technical and human.
3. Considerable knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service.
4. A thorough knowledge of food values, nutrition, and health.
5. Considerable knowledge of quantity food production, storage, and handling techniques.
6. A thorough knowledge of sanitary and safety regulations.
7. Knowledge of basic mathematics and measuring conversions.
8. Skills in written and oral communication.
9. Skills in using public relations techniques to promote school food service to school and non-school groups.
10. Have physical ability sufficient to maintain a vigorous work schedule.
11. The ability to train, supervise, and evaluate the work of others.
12. The ability to plan economical, nutritious, and attractive meals.
13. Ability to pass manual dexterity test.

SUPERVISES: Cafeteria Staff

REPORTS TO: Child Nutrition Supervisor

JOB GOAL:

The cafeteria manager is responsible for planning, organizing, directing, and controlling the development of the school food service program on a sound nutritional, educational, and financial basis. The cafeteria manager implements the food service program at the school level. The person in this position is administratively responsible to the principal but is under the technical supervision of the Child Nutrition Supervisor.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Plan menus to meet the needs of pupils based on sound principles of nutrition, available food, inventory control, cost control, appeal and available equipment and facilities
2. Monitor food production and service to assure that planned menus are used and that emergency substitutions comply with meal pattern requirements, portion control and serving procedures

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3. Prepare daily work schedules with menus, recipes, and portions specified
4. Utilize U.S.D.A. donated foods and monitor use of leftover foods
5. Monitor production and service to assure compliance with sanitation regulations.
6. Assist in preparation, service, and clean-up as needed
7. Requisition foods and supplies to meet requirements, specifications, market and bid prices.
8. Check orders delivered for accurate cost, quantity, quality, weight, and portions
9. Advise director concerning quality condition of items received
10. Supervise and assure proper storage of all food and supplies
11. Inventory food, supplies, and commodities by an established system
12. Utilize facilities and utilities carefully and conservatively
13. Recommend the purchase of new equipment
14. Requisition needed repairs and maintenance of all equipment
15. Supervise the care and use of all equipment
16. Inspect and record refrigeration and freezer temperatures on a regular basis
17. Plan, assign, and supervise work of subordinates
18. Provide on-the-job training in equipment use and care, food production, sanitation, storage, record keeping, and human relations
19. Evaluate the efficiency of subordinates and make recommendations for promotion, salary increases and/or disciplinary action when necessary and as provided through performance evaluation
20. Plan and implement work schedules and assignments
21. Prepare and maintain required records and submit all such records in an accurate and timely manner
22. Ensure proper distribution, control, and security of cash and meal tickets
23. Determine accurate meal count by category (free, reduced, paid, etc.)
24. Ensure that daily menu and food production records are prepared and costed
25. Maintain systems for recording invoices, personnel forms, payroll cards, time sheets, and accident forms
26. Maintain inventory, cost control and filing systems
27. Cooperate with principals and teachers in planning, developing and utilizing the food service program as a laboratory in providing positive learning experiences for pupils
28. Assist other school food service personnel in interpreting the goals and objectives of the food service program to the students, teachers, parents and community
29. Participate in professional association activities
30. Performs other duties as assigned

TERMS OF EMPLOYMENT:

185 days per school year

EVALUATION:

Job performance will be evaluated annually in accordance with provisions of the GSD School Board Policy on Evaluation of Classified Personnel.

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