

## Café/Catering Manager Job Description

**Job Title:** Café/Catering Manager

**Exemption Status/Test:** Nonexempt

**Reports to:** Director of Child Nutrition Services

**Date Revised:** March 2021

**Dept./School:** Assigned Building Café  
Child Nutrition

**Pay Grade:** 2137A **Calendar Days:** 226

### Primary Purpose

Responsible for on-site leadership of café nutrition operations and catering requests. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Central Office administration. Ensure all operations follow safe food handling standards.

### Qualifications:

#### **Education/Certification:**

High school diploma or GED  
Certified Food Manager (CFM) or Serve-Safe Certificate

#### **Special Knowledge/Skills:**

Knowledge of methods, materials, equipment, and appliances used in food preparation  
Knowledge of food handler safety  
Knowledge of basic software programs including Outlook, Microsoft Word, Excel, and ability to learn catering software  
General knowledge of food costing and recipe expansion  
Ability to manage personnel  
Ability to communicate clearly written and verbal instructions  
Ability to construct well-written emails and use basic advertisement skills  
Strong organizational, communication, and interpersonal skills  
Ability to work as a team player  
Able to work flexible hours

#### **Experience:**

3 years experience supervisory experience in a café or catering operation  
College, Culinary Training or good level of cooking and production experience, preferred

### Major Responsibilities and Duties:

#### **Cafeteria Management/Catering and Food Preparation**

1. Responsible for the daily operations of the kitchen consisting of a made-to-order deli, grill, griddle, fryer, salad bar, daily lunch entrée, and grab-n-go.
2. Prepare food required for breakfast and lunchtime dining and catered events.
3. Provide professional leadership and direction to kitchen personnel. Lead and guide café staff in a constructive yet efficient manner.

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4. Ensure all recipes, food preparations and presentation meet the dining facility's specifications and commitment to quality.
5. Ensure that daily tasks are completed, including: ordering, emailing daily specials, hosting morning "huddle", prep list, mid-day checklist, cleaning checklist, and end of day checklist.
6. All items served at the café must meet or exceed guest expectations.
7. Responsible for planning a daily breakfast and lunch special – this should be thoughtfully constructed, offer a variety of meals, cuisines, and appeal to the general staff of the building.
8. Construct emails and use advertisement methods to enhance and entice guests to make the café their choice for meals.
9. Be open to feedback regarding the daily specials and hot meals offered at the café, adjusting as necessary.
10. Responsible for all food/supply orders, receiving procedures, and inventory control.
11. Exhibit knowledge and practical use of major kitchen equipment, knives and small wares.
12. Take direction and supervision from Catering Supervisor, regarding, but not limited to, staffing, daily operations, catering events, etc.
13. Maintain financial accountability and solvency of operation.
14. Work flexible hours as needed.
15. Demonstrate a commitment to quality service and effective communication.
16. Develop work schedules, assign work to campus or café nutrition workers, and oversee completion of duties.
17. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
18. Work cooperatively with building administrator to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.

### **Safety and Sanitation**

19. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.

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- 20. Maintain a safe, orderly, and clean kitchen.
- 21. Conduct food handler safety training if needed and enforce standards of cleanliness, health, and safety.
- 22. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
- 23. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- 24. Follow established procedures for locking, checking, and safeguarding facilities.

### **Inventory and Equipment**

- 25. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
- 26. Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.
- 27. Maintain logs on all equipment maintenance required within campus food service department. Perform preventive maintenance and report needed equipment repairs. Recommend replacement of existing equipment to meet department needs.
- 28. Conduct regular physical equipment and supplies inventory.

### **Policy, Reports, and Law**

- 29. Adhere to all Aldine Child Nutrition policies and procedures regarding safety, sanitation, and overall food preparation guidelines.
- 30. Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.
- 31. Review and submit accurate time and attendance records for payroll reporting purposes.
- 32. Complete annual continuing education requirements.

### **Supervisory Responsibilities:**

Monitor the work and issue work assignments to café food service workers.

### **Evaluation:**

The Cafeteria Manager's evaluation is a responsibility resting with the Director of Child Nutrition Services. An evaluation shall be completed in writing at least once during the course of the school year.

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### Salary:

As approved by the Board of Trustees

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

**Motion:** Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

**Lifting:** Frequent moderate lifting and carrying (15–44 pounds) **Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; work under pressure in a time sensitive environment

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.