

JOB TITLE: CN CAFETERIA MANAGER / ASSOCIATE MANAGER

DEPARTMENT: CHILD NUTRITION PROGRAMS

REPORTS TO: DIRECTOR OR CN COORDINATOR

FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: 9 Months

MINIMUM JOB REQUIREMENTS:

Education: High School Diploma or G.E.D.

Experience: Food service required, preferably Child Nutrition

Skills: High degree of accuracy and attention to detail; ability to read and execute recipes and calculate measurements; great customer service and interpersonal skills; ability to communicate and maintain good relationships with staff, students and patrons; capacity to manage multiple assignments and tasks.

SUMMARY:

ESSENTIAL JOB FUNCTIONS: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.*

1. Know and enforce USDA regulations pertaining to preparation and portion sizes.
2. Order groceries as needed for food production and check their delivery against their pick sheet.
3. Prepare daily work sheets.
4. Report all maintenance problems to the Child Nutrition Dept. as they occur.
5. Run production sheets and completes on a daily basis.
6. Take inventories as directed.
7. Order bread, milk, produce and any other direct vendor items from vendor and sign daily invoices after checking delivery. Turns in invoices on a weekly basis.
8. Turn in time sheets and leave requests on a weekly basis.
9. Know principles of quantity food production.
10. Taste the food before it is served.
11. Know how to operate, clean, assemble and disassemble all equipment in the kitchen.
12. Know and enforce rules of safety and sanitation, including keeping complete HACCP records.
13. Follow regulations of Child Nutrition Department and the Broken Arrow Schools Board of Education.
14. Assist students in selection of proper components to qualify in reimbursable meal.
15. Call the Child Nutrition Department for substitutes as needed.

16. Check the serving line for eye appeal.
17. Know procedures for operating POS machines and completion of all cash reports.
18. Responsible for serving high quality food products and keeping plate waste at a minimum.
19. Daily supervision and/or discipline of employees.
20. Train new employees as they become a part of the kitchen personnel.
21. Fill in where needed in kitchen to ensure product is prepared and served on time. Has serving line set up in sufficient time to serve students upon arrival.
22. Counsel employees when necessary concerning discipline and/or absenteeism. Keep records and keep staffing coordinators informed of any employee issues need to be addressed.
23. Keep records of all training and progress involving employees.
24. Evaluate employees annually and give accurate accounting of performance and any needed areas of improvement.
25. Perform any other duties that may be requested by the Director of Child Nutrition or CN Coordinator.

ESSENTIAL BEHAVIOR:

Manager must have positive and optimistic nature. Must work well with others and have the ability to give instructions to employees so that assigned work is accomplished in the designated time. Child Nutrition employees come from varied backgrounds, but when working the kitchen all must work together and help each other. Proper personal hygiene is essential to the employee and customers. Uniforms must be clean and free from odor. Shoes should be white or black leather with non-skid soles.

ATTENDANCE STATEMENT:

Able to be in attendance for normal work schedule with 95% minimum attendance, not including vacation.

ENVIRONMENTAL CONDITIONS:

Equipment used for preparation of the meals produces above normal temperatures and humidity levels. The employee must be able to withstand these conditions. Frequent exposure to various chemicals used in cleaning of equipment and utensils.

PHYSICAL STANDARDS:

- Sitting occasionally to perform responsibilities
- Standing continuously to perform responsibilities
- Walking continuously to perform responsibilities
- Bending, stooping, pushing, pulling, balancing continuously as required to perform responsibilities
- Squatting and reaching above shoulder level frequently as required to perform responsibilities

- Crawling, climbing, crouching, kneeling occasionally as required to perform responsibilities
- Lifting up to 34 lbs continuously; lifting up to 50 lbs frequently; lifting up to 74 lbs occasionally
- Talking and hearing as to communicate concerning job-related duties as assigned
- Smell
- Close vision, i.e., able to read medication labels correctly, with or without correction
- Distance vision, i.e., able to recognize faces at 20 feet, with or without correction
- Color vision (ability to identify and distinguish colors)
- Peripheral vision, depth perception and ability to adjust focus
- Simple and firm grasping, left and right hands
- Fine manipulating, left and right hands