

**Job Title:** High School Cafeteria Manager

**Reports to:** School Nutrition Director

**Pay Grade:** 7 (199 days)\*  
(days vary based on school calendar)

**School:** High School Campus (9<sup>th</sup> -12<sup>th</sup>)

**Date Revised:** December 2017

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**Primary Purpose:**

- To accurately and efficiently manage a high school cafeteria/kitchen providing food and service for approximately 1000-2000 students and staff while operating within a set budget.
- To ensure proper sanitation and safety standards are in compliance with all applicable federal, state, and local agencies.
- To ensure compliance of all rules, regulations, and record keeping requirements of the National School Lunch and Breakfast Programs, Free and Reduced Meal Program, Afterschool Snack Program and Summer Food Service Program.
- To direct, supervise, train and evaluate 12-22 food service employees.

**Qualifications:**

**Minimum Education/Certification:**

- High school diploma required, or GED acceptable.
- Food Protection Management Certification (16 Hours instruction by Texas Department of Health)

**Special Knowledge/Skills:**

- Working knowledge of quantity food production, commercial kitchen equipment, hazard analysis critical control points (HACCP), sanitation, safety and procurement of food and non-food supplies.
- One year cashiering experience in school food service setting with proficiency in money handling procedures.
- Proficient in identifying reimbursable meals for the National School Lunch and Breakfast Program.
- Basic computer skills required to assist with food ordering, food production, inventory and record keeping. Skilled in use of point of sale system, spreadsheets, word processing, email, timeclock and eFinancePlus.

**Minimum Experience:**

- Two or more years of work experience as a manager of a secondary school cafeteria or one or more years experience in training under a high school manager.

**Major Responsibilities and Duties:**

1. Supervise the preparation and service of food to 1000-2000 students and staff each day while promoting and providing excellent customer service.
2. Supervise sanitation and safety practices in school cafeteria as established by federal (OSHA), state, and local agencies (Texas Department of Health).

3. Supervise school compliance with all rules and regulations of the National School Lunch and Breakfast Programs, Free and Reduced Meal Program, Afterschool Snack Program and Summer Food Service Program.
4. Direct, train and supervise cooks, food service workers, and cashiers in proper food preparation, food service, food handling and portion control while promoting a positive and pleasant work environment.
5. Responsible for cashiering and cash accounting procedures, to include daily bank deposits, daily deposits to accounts, and balancing cash and periodic cashier audits.
6. Operate program within established budget for food, supplies, and labor.
7. Determine the type and quantity of food and supplies to order/purchase based on student needs and resources available using TrakNow system.
8. Order government commodities from the warehouse through requisitions in eFinance system.
9. Monitor inventory of kitchen supplies for budgetary controls. Responsible for managing a perpetual inventory system using TrakNow and submitting a quarterly physical inventory spreadsheet of all food and non-food supplies.
10. Supervise use of all commercial kitchen equipment to insure optimum operating conditions and safety. Recommend action on all equipment repairs.
11. Prepare and complete accurate food production records using TrakNow to verify reimbursement claims for the National School Lunch and Breakfast Program, Afterschool Snack Program, and Summer Food Service Program.
12. Supervise receiving of all foods and supplies to assure that quality and quantity specifications are met.
13. Prepare and post work and cleaning schedules for all employees based on skill and training level of the employee.
14. Operate personal computer in manager office and supervise 4 – 6 computerized work stations on serving lines.
15. Prepare and review mid-year and year end computerized performance evaluations with all employees. Recommend employees for promotion, transfer and disciplinary action.
16. Supervise and manage timeclock station and printed timesheets to insure all work time is accurately reported.
17. Accountable for planning, preparing and documenting snacks used in After School Snack program.
18. Plan and coordinate marketing events for school cafeteria to increase participation.
19. Participate in menu planning process.
20. Communicate all pertinent information to School Nutrition Director, Assistant Director, or Supervisor.
21. Participate in continuing education activities such as workshops, seminars, and professional conferences in order to maintain certification.
22. Maintain effective communication among food service staff, teachers, administrators, and community.
23. Must have regular and reliable attendance
24. Perform related duties as required.

#### **Equipment Used:**

- Personal computer (windows based), computerized point of sale work station, 10-key calculator.
- Use large and small kitchen equipment to include but not limited to electric slicer, sharp cutting tools, cutting board, scales, large mixer, pressure steamer, braiser, steam jacketed kettles, refrigerated equipment, warmers, convection ovens, impinger ovens, dishwasher, food and utility carts, mop, broom, and computer.

**Working Conditions:**

**Physical Demands/Environmental Factors:**

Continual standing and walking; pushing and pulling, moderate lifting (10-50 pounds), reaching, stooping, bending and kneeling most of the day.

**Environment:**

Moderate exposure to extreme hot and /or cold temperatures, moisture, excessive humidity, wet floors, and noise from equipment. Working around machinery with moving parts. Work with hands in water.

**Other Information:**

School Nutrition Manager is an “at-will” position. A cafeteria manager is employed by the department not a campus location.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

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Approved by

Date

Reviewed by

Date