
TITLE: Lunchroom Manager

QUALIFICATIONS:

1. High school diploma or equivalent
2. Prior food service experience
3. Demonstrated aptitude or competence for assigned responsibilities
4. Such alternative to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal and Child Nutrition Director

SUPERVISES: Cafeteria staff

JOB GOALS: To ensure the smooth and efficient operation of the school cafeteria for ultimate health, comfort, benefit of students, and ensure an atmosphere of efficiency, cleanliness, and friendliness in which students may be served nutritious meals.

JOB DUTIES:

1. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Maintain the highest standards of safety and cleanliness in the kitchen.
3. Check food shipments into the school, signing invoices only after each order has been verified.
4. Determine the quantities of each food to be prepared daily.
5. Determine the size of serving to meet the necessary requirements with regard to the ages of those served.
6. Prepare food according to planned menu and tested, uniform, recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
7. Record all food requisitions from the storeroom, and records all meals served.
8. Oversee the locking of the storeroom, and the maintaining of a correct monthly inventory.
9. Requisition all necessary supplies.
10. Report immediately to the principal any problem or accident occurring in the kitchen or the cafeteria premises.
11. Confer with the principal and child nutrition coordinator regarding any personnel problems.
12. Report to the child nutrition coordinator any faulty or inferior quality food, which is received.
13. Supervise the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.

14. Plan and direct the preparation and serving of all food in the cafeteria.
15. Assume responsibility for the security of food and supplies.
16. Supervise the storage and care of foods and supplies.
17. Assist the child nutrition coordinator in developing menus and sees these are followed without deviation.
18. Supervise and participate in the preparation and serving of food.
19. Oversee and participate in the cleaning of kitchen, serving, storage, and dining areas.
20. Assign, direct, plan and supervise the work of the cafeteria employees.
21. Keep employee time records.
22. Plan work schedules, and arrange for substitutes when required.
23. Assist in interviewing and instructing new cafeteria employees in performing their assigned tasks.
24. Assist the principal and child nutrition coordinator in evaluating the performance of all cafeteria employees.
25. Direct sanitation procedures.
26. Plan, direct and supervise cleaning schedules for the cooking and eating areas of the cafeteria.
27. Inspect the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
28. Assume responsibility for checking that all equipment in the cafeteria area is in safe working condition, and notifies the appropriate authority when repairs or replacements are needed.
29. Maintain records on food and supplies received and used.
30. Ability to work under pressure and time constraints.
31. Ability to lift boxes and food items with approximate weights not to exceed twenty-five pounds.
32. Ability to work with both hands when preparing food.
33. Read and interpret recipes and instructions.
34. Maintain cooler, freezer, kitchen area and storage areas in an orderly and sanitary condition, and keep a chart of temperatures daily.
35. Receive deliveries and check against purchase orders, using established procedure.
36. Ability to use equipment times and controls.
37. Ability to use ingredient scaling equipment.
38. Capable of working for eight (8) hours in a cold or hot and humid kitchen environment.

39. Capable of standing for long periods of time on quarry floors during food preparation using work surfaces that are 48" above the floor.
40. Capable of using floor cleaning equipment to sweep, mop, and/or scrub as needed.
41. Ability to be a safe food handler, free of diseases which may be transmitted by food.
42. Follow and to pass required sanitation standards and training.
43. Ability to empty 50 gallon trash receptacle into an eight yard dumpster.
44. Ability to use trash receptacle washer.
45. Ability to read chemical product sheets and follow required safety procedures while using and cleaning food preparation equipment.
46. Ability to transfer extremely hot food pans from food preparation equipment to serving area.
47. Ability to use food preparation equipment that dice, mix, slice, cut, chop, fry, bake, steam, braise, broil, boil, and puree using required manufacturer's safety recommendations.
48. Ability to use six foot step ladder for weekly cleaning of kitchen ventilation system.
49. Ability to disassemble, clean and reassemble food preparation and cleaning equipment.
50. Perform related duties as required, including duties at special meal functions.
51. Show politeness and good manners in dealing with others.
52. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
53. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
54. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

