

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE JOB DESCRIPTION-
CAFETERIA MANAGER

ADOPTED: JANUARY 19, 2015

REVISED: Formerly 4660

504.3 JOB DESCRIPTION – CAFETERIA MANAGER

The cafeteria manager is supervised by the Superintendent and Business Manager. The following are minimum operations for the Cafeteria Manager.

1. Menu Planning

- A. Inventory and stock freezers, walk-ins and stockroom. Actual amount of food that is being used should be determined after the lunch count is taken when possible.
- B. Order stock as needed. Maintain membership in PRFSD Food Buying Group. Complete weekly food orders online. Complete annual estimate of usage.
- C. Daily menus will not be duplicated for one month.
- D. Accommodate students with food allergies; prepare special meals per physician guidelines.
- E. Develop and maintain HACCP food safety plan.

2. Clerical Work

- A. Prepare accurate daily cost sheets each day.
- B. Secure best food prices. Ordering should be kept at a minimum. Purchases from vendors should only be those necessary to augment use of Government Commodities.
- C. Function as the Verification Official for the National School Lunch Program (NSLP). Process and administer free/reduced lunch application per USDA guidelines, annually. Maintain eligibility roster.
- D. Prepare and maintain monthly board reports, USDA claims and cafeteria bills. Pay approved bills monthly.
- E. Complete daily production reports per NSLP guidelines.
- F. Create and maintain standardized recipes.
- G. Bill and monitor lunch account per board policy.
- H. Complete sponsor application, building data, annual required training and other reports in PEARS.
- I. Function as a substitute cashier.
- J. Complete annual commodity request; order commodities monthly as needed.

3. Prepare Lunch Each Day

- A. Supervise the cooks in preparing lunch each day. Food preparation will not be started any earlier than absolutely necessary.
- B. Schedule cooks so that lunch can be prepared most efficiently each day.
- C. Prepare as much food as necessary.

4. Serve Lunch Each Day

- A. Assist and supervise cooks in serving lunch each day.
- B. Supervise dishwasher operations.

- C. Operate cafeteria per regulations of the Department of Agriculture for food facility.
 - D. Supervise kitchen cleaning after lunch serving is terminated.
 - E. Assist faculty and students in the operation of the cafeteria.
5. Attend all meetings, assigned workshops and other self-improvement activities assigned by the Superintendent.
- A. Provide training in food safety and guidelines for cafeteria staff.
 - B. Acquire and maintain Serve Safe Certification.
 - C. Perform monthly Direct Certification Verification.
 - D. Participate and provide input on Wellness Policy.
 - E. Maintain Certified Dietary Manager's certificate; complete renewal training as required.
6. Follow proper safety practices at all times.
7. Follow all School District, State and Federal regulations in operating the school lunch program.
8. Evaluate kitchen employees at the request of the Superintendent. Meet with the Superintendent to recommend salary levels for cafeteria employees.
9. Complete other tasks assigned by the Superintendent.

Revised 4/9/01
Reviewed 2/20/06

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