

WENTZVILLE R-IV SCHOOL DISTRICT
Position Description
Locator: 5.02

Position Title: Cafeteria Manager

Reports To: Director of Child Nutrition and Assistant Director of Child Nutrition

SUMMARY

Responsible for all aspects of food production in assigned school, keeping within sanitation, food cost, and scheduling guidelines.

QUALIFICATIONS/REQUIREMENTS

- High School Diploma or GED
- Experience and knowledge of the preparation, cooking and serving of food in large quantities preferably in a school setting
- Basic computer skills and the ability to use inventory and timekeeping software programs
- Ability to acquire and maintain ServSafe certification

ESSENTIAL JOB DUTIES

- Plans and directs the preparation and serving of all menu items provided by the Director of Child Nutrition
- Supervises and participates in the preparation and serving of food
- Responsible for the security of food and supplies, including revenue
- Oversees and participates in cleaning of kitchen and related areas
- Plans work schedule; requests subs when required; and edits employee time using the District's payroll software program
- Directs sanitation procedures.
- Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes
- Ensures that all equipment in the cafeteria area is in safe working condition and notifies the appropriate authority when repairs are needed
- Maintains records of food and supplies used and received using the department's inventory module
- Maintains accurate production records conforming to federal/department guidelines using the department's production record and planning module
- Trains new kitchen staff when assigned to his/her building location
- Determines food & supplies to be ordered using the department's menu planning and ordering module
- Receives and checks deliveries for accuracy, and conducts end-of-month inventory using the department's inventory module
- Wear and maintain uniforms in a neat, clean, appropriate fashion in accordance with Child Nutrition dress code
- Communicates all personnel concerns to the Directors

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- Contributes feedback to the Director for evaluations of staff assigned to his/her building
- Attends meetings, professional development and other trainings as required
- Communicates with the students in a friendly and courteous manner
- Answers and addresses parent phone calls, as needed
- Maintains confidential nature of all school-related matters
- Must attend work as scheduled and perform other duties as assigned by the Directors of Child Nutrition Services
- Must be able to lift 40 lbs

WORK ENVIRONMENT

Environmental and atmospheric conditions commonly associated with the performance functions of this job:

- Exposed to loud noise levels.
- Regularly exposed to extreme cold and extreme heat, as well as food oils, toxic or caustic chemicals, wet/humid conditions, and moving mechanical parts.
- Requires a concentrated level of attention.

PHYSICAL DEMANDS

- Exert 50 to 100 pounds of force occasionally (33%), and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and /or
- Exert 10 to 20 pounds of force often to move object

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be established in accordance with the current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.