Neshoba County School District

Cafeteria Manager

**Position Title:**  Cafeteria Manager

**Location(s):** Local School

**Title of Supervisor(s):** Local Principal/Food Services Administator

**Qualifications:** High school and/or GED certificate and 24 hours of technical training attendance in Food Service Management Certification courses sponsored by the Mississippi State Department of Instruction and hold a current certificate.

**General Responsibilities:** To serve the students nutritious and appealing meals in an atmosphere of efficiency, cleanliness, and congeniality.

**Salary:** Per District Non-Certified Wage Scale

**Essential Functions and Responsibilities:**

1. Plan menus to meet the needs of pupils based on sound principles of nutrition, available food, inventory control, cost control, appeal, and available equipment and facilities.
2. Monitor food production and service to assure that planned menus are used and those emergency substitutions comply with meal pattern requirements, portion control and serving procedures.
3. Maintains safety standards within the kitchen as required.
4. Prepare daily work schedules with menus, recipes, and portions specified.
5. Utilize U.S.D.A. donated foods and monitor use of leftover foods
6. Monitor production and service to assure compliance with sanitation regulations.
7. Assist in preparation, service, and clean-up as needed
8. Requisition foods and supplies to meet requirements, specifications, market and bid prices.
9. Check orders delivered for accurate cost, quantity, quality, weight, and portions
10. Advise director concerning quality condition of items received
11. Supervise and assure proper storage of all food and supplies
12. Inventory food, supplies, and commodities by an established system
13. Utilize facilities and utilities carefully and conservatively
14. Recommend the purchase of new equipment
15. Requisition needed repairs and maintenance of all equipment
16. Supervise the care and use of all equipment
17. Inspect and record refrigeration and freezer temperatures on a regular basis
18. Plan and implement work schedules and assignments
19. Prepare and maintain required records and submit all such records in an accurate and timely manner
20. Ensure proper distribution, control, and security of cash and meal tickets
21. Determine accurate meal count by category (free, reduced, paid, etc.)
22. Ensure that daily menu and food production records are prepared and costed
23. Maintain systems for recording invoices, personnel forms, payroll cards, time sheets, and accident forms
24. Maintain inventory, cost control and filing systems
25. Cooperate with principals and teachers in planning, developing and utilizing the food service program as a laboratory in providing positive learning experiences for pupils
26. Assist other school food service personnel in interpreting the goals and objectives of the food service program to the students, teachers, parents and community
27. Participate in professional association activities
28. Performs other duties as assigned