

Carson City School District Job Description: Cafeteria Manager

Job Title: Cafeteria Manager

Location: School Site or District-wide

Reports To: Director of Nutrition Services or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under general supervision, to supervise and maintain a school cafeteria; to direct and participate fully in the cooking, baking, preparation and serving of foods; and to perform related work as required. Bilingual preferred.

Experience or training required:

Knowledge of: Principles of good nutrition and food services, including federal standards; methods of preparing, cooking, and serving foods and maintaining cafeteria facilities in a safe and sanitary condition; basic mathematics; principles of supervision and training; record keeping techniques; appropriate safety practices.

Ability to: Maintain safe and sanitary working conditions; prepare large quantities of food in a nutritious and palatable manner; operate equipment found in school cafeterias; supervise and train an assigned staff; requisition foods and supplies; handle money and keep accurate records; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in cafeteria or restaurant operation, or a closely related field; and journey-level experience as a cook or baker; or experience at or equivalent to experience as a Cook/Baker in the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Must be able to secure a Food Protection Manager Certification.

The Job Functions:

Positions in this class supervise the personnel in a school cafeteria while performing the duties of cooking and baking. Incumbents are responsible to ensure the timely use of foods, modification of menus to maximize use of existing foods, compliance with federal nutritional standards, compliance with sanitation standards and serving foods on a strict deadline. Incumbents receive general guidelines and instructions but have a high degree of latitude in selecting work methods.

Essential Job Functions:

Plans, assigns, supervises and participates in the preparation, cooking, baking and serving of foods; prepares nutritional food combinations and works from weekly menus; modifies menus as needed; trains new personnel; prepares and sells food to faculty members; orders food products and keeps necessary records; orders paper goods; prepares foods for and serves at special functions; supervises snack center operation; supervises cleaning of snack bar, cafeteria, equipment and eating utensils; checks quantities and condition of foods upon arrival; takes inventories of foods and supplies in cafeteria; keeps records; prepares written

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reports; collects and prepares money for banking; collects, distributes and keeps records of reduced price and free meals for authorized students; gives special instruction to handicapped students working in the cafeteria; works with cash registers or Point of Sale (POS) technology; may be required to drive from school to school; Must be able to collaborate with other staff members and students in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Medium Work – Lifting, carrying, pushing or pulling to 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. Incumbents are required to be on their feet while performing the essential functions of the job. Incumbents must be in good physical condition and must take a physical examination at the District’s expense. Incumbents must have a tuberculosis test every two (2) years at the employee’s expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in food services setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, culinary equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
Middle School Cafeteria Manager	<u>Supplemental Modifier: 5% added to hourly rate</u>
High School Cafeteria Manager	<u>Supplemental Modifier: 7% added to hourly rate</u>

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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.