

CAFETERIA MANAGER

Code No: 920030
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position responsible for the coordination of food services in a school cafeteria to ensure high standards of nutrition and nutrition education, food production and student service. The employee reports directly to and works under general supervision of the Director of School Food Services. Direct supervision is exercised over Cooks, Cook Managers and Food Service Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Supervises and assists in several or all of the activities of receiving, storing, handling, preparing and serving food in accordance with federal, state and local standards;

Conducts orientation sessions, plans daily work schedules, provides training and evaluates food service personnel;

Plans and evaluates nutritionally sound menus incorporating time saving production techniques, effective merchandising and nutrition education activities'

Assumes responsibility for collecting, tallying, recording and depositing the daily cash receipts of the cafeteria;

Prepares and maintains all required records, utilizing an automated system when possible;

Maintains systems of inventory, cost control and filing;

Directs the purchase or recommends purchases of food supplies and equipment according to established specifications and procedures;

Communicates concerns to appropriate supervisor about policies and procedures relating to all food service employees;

Assures that sanitation and safety practices in all phases of the school food service operation meet established standards;

Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner;

Involves students, staff and the community in school food service activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the fundamentals of nutrition as it pertains to a school food service program; good knowledge of Federal, State and local laws governing the provision of food services within a school district; good knowledge of sanitary principles and procedures in the preparation, storage and service of food in large quantities; working knowledge of menu planning, purchasing procedures, the handling and inspection of foods, nutrition education and promotion, serving procedures and merchandising of meats; working knowledge of the proper maintenance of kitchen equipment and utensils; supervisory ability; ability to assign work, train and evaluate a food service staff; ability to evaluate menus for nutrient content, appearance and student acceptance; ability to set up or revise systems for increased efficiency; ability to do mathematical computations; ability to keep records; ability to establish and maintain effective working relationships with others; initiative; cleanliness; dependability; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school diploma, plus EITHER:

- (A) Possession of an Associate's degree (or 60 credit hours) in food administration, nutrition, dietetics, or a closely related field, plus one (1) year paid full-time or its part-time equivalent experience in supervising or managing a cafeteria or a food service establishment; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience dealing with food administration, nutrition, dietetics, or food preparation, one (1) year of which shall have involved supervising or managing a cafeteria or food service establishment; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

NOTE: Additional college level training cannot be substituted for the minimum experience requirement.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: June 20, 1985