

# Dumas ISD

## Cafeteria Manager

### Job Description

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**Job Title:** Cafeteria Manager

**Wage/Hour Status:** Exempt

**Reports to:** Director of Food Service

**Pay Grade:** F

**Dept./School:** Food Service Department

**Date Revised:** 8/28/13

#### **Primary Purpose:**

Supervise, train, and manage campus food service operation. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Central Office administration. Meet health codes.

#### **Qualifications:**

##### **Education/Certification:**

High school diploma or GED

##### **Special Knowledge/Skills:**

Knowledge of methods, materials, equipment, and appliances used in food preparation

Ability to manage personnel

Effective planning and organizational skills

##### **Experience:**

Completion of a sanitation course before or during the first year as manager

#### **Major Responsibilities and Duties:**

##### **Cafeteria Management**

1. Produce and maintain work schedules and production records.
2. Direct daily activities in kitchen and cafeteria.
3. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
4. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.
5. Supervise and train employees at campus level, promoting efficiency, morale, and teamwork.

##### **Policy, Reports, and Law**

6. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
7. Maintain accurate reports of daily and monthly financial, production, and activity records.
8. Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).



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## Safety

9. Ensure that food items are stored in safe and hazard-free environment.
10. Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
11. Maintain safe work environment.

## Inventory and Equipment

12. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
13. Maintain logs on all equipment maintenance required within campus food service department.
14. Perform preventive maintenance and report needed equipment repairs.
15. Recommend replacement of existing equipment to meet department needs.
16. Conduct annual physical equipment and supplies inventory.

## Other

17. Help screen, select, and train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.

## Supervisory Responsibilities:

Supervise and evaluate food service workers assigned to campus cafeteria.

## Equipment Used:

Large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, oven, dishwasher, and food and utility cart.

## Working Conditions:

### Mental Conditions/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

