

TEMPLE CITY UNIFIED SCHOOL DISTRICT

CAFETERIA MANAGER I

SUMMARY:

The Cafeteria Manager I functions as a working manager/supervisor in an elementary school kitchen with one or two food lines serving the standard school lunch.

DEGREE OF SUPERVISION:

The Cafeteria Manager I is under the general direction of the Supervisor of Food Service. Site Administration may also provide support and direction to the food service staff as necessary.

Evaluations are performed by the Supervisor of Food Service in accordance with the timelines in the collective bargaining agreement.

DUTIES AND TASKS:

(All duties and tasks are essential unless noted as secondary with an S)

1. Perform inventory, clerical, and accounting procedures
 - A. Order foods and supplies in quantities needed to prepare planned meals;
 - B. Accept and sign for deliveries;
 - C. Operate a computer to maintain student accounts and other sales;
 - D. Prepare serving inventory records and orders;
 - E. Collect money and prepare bank receipts or records and prepare daily reports;
 - F. Establish and monitor procedures that provide security for collected funds;
 - G. Take periodic inventories of food, supplies and equipment; and
 - H. Maintain routine records and reports including time cards.
2. Supervise the employees and student helpers that work in the kitchen.
 - A. Assign responsibilities to ensure proper food flow during the serving period;
 - B. Provide input for employee evaluations;
 - C. Monitor, and instruct staff as necessary;
 - D. Apply appropriate health and sanitation guidelines for food preparation and serving.
3. Supervise and assist in the food preparation and sales
 - A. Clean and prepare food for cooking;
 - B. Operate kitchen equipment for the heating and cooking of food;
 - C. Portion, carry and position food for serving student lunches;
 - D. Arrange serving areas;
 - E. Refill serving racks;
 - F. Set out prepared food, assist on student serving lines, restock food items and paper goods before, during, and between servings; and
 - G. Inventory and store leftover food observing health and safety guidelines.
4. Maintain kitchen facilities and equipment
 - A. Clean ovens and mechanical equipment observing sanitation guidelines;
 - B. Wash pots, pan, and kitchen utensils and clean work spaces;

TEMPLE CITY UNIFIED SCHOOL DISTRICT

CAFETERIA MANAGER I

<p>C. Lock and unlock facility and assure security of facility and equipment.</p> <p>5. Perform other routine cafeteria functions as assigned</p>
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>1. Working Knowledge of:</p> <ul style="list-style-type: none">A. Methods of preparing and serving food in large quantities;B. Proper use and care of standard kitchen tools, utensils and equipment;C. Sanitation principles applicable to food serving and maintenance;D. Storage and rotation of perishable food;E. Inventory methods and practices. <p>2. Skills</p> <ul style="list-style-type: none">A. Operate a computer;B. Count money and make change;C. Add, subtract, multiply and divide accurately;D. Work as a member of a team;E. Use tact, patience and courtesy when dealing with others;F. Read information written in standard English text to gain information;G. Speak on a one-to-one basis to obtain information or to explain policies and procedures; andH. Perform operations using units such as cup, pint, quart, tablespoon and teaspoon. <p>3. Abilities</p> <ul style="list-style-type: none">A. Operate cafeteria equipment safely and efficiently;B. Follow health and sanitation requirements;C. Maintain food service equipment and areas in an orderly and sanitary condition;D. Train and provide work direction to others;E. Perform under stress of time limitations and frequent interruptions and/or distractions;F. Work independently and follow through on assignments with minimal direction.
<p>QUALIFICATIONS:</p> <p>1. Experience and Education</p> <ul style="list-style-type: none">A. None required, but some experience in food preparation and kitchen maintenance is preferred;B. High School diploma <p>2. Other requirements</p> <ul style="list-style-type: none">A. Tuberculosis screening and clearance every four years.

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CAFETERIA MANAGER I

CAREER LADDER OPPORTUNITIES:

To advance to the position of Cafeteria Manager II, incumbents need to have:

- at least two years of experience in institutional food preparation, serving and kitchen maintenance
- at least one year of experience as a Cafeteria Manager I

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** stand and/or walk for extended periods of time; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; see for the purpose of reading or observing students; reach in all directions.

The employee may **frequently be required to** lift and/or carry objects up to fifty (50) pounds in weight; bend, twist, stoop, or kneel.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees may **regularly be required to** work in a warm kitchen environment with no air conditioning. Some employees may be stationed outdoors in an unprotected environment for a period between one and two hours.

Salary Range: 11