

**WILLIAMSON COUNTY SCHOOL SYSTEM  
POSITION DESCRIPTION**

**Position Title:** Cafeteria Manager-I, II, III  
**Department:** Food Services  
**Reports To:** Food Services Manager

**190 Days – 7 to 8 Hour Work Day**  
**Salary – Support Scale DOQ**  
**Benefits:** Employee Paid Medical, Dental,  
Life, Retirement, Paid Holidays, Sick Leave

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**Purpose of Position**

The purpose of this position is to oversee a school's food service operations for breakfast, lunch and any specialized catering. Duties include ordering food, maintaining records of money collected, and preparing staff payroll. Level depends on school student enrollment, as follows: <500 – Level I; 501 – 1000 = Level II; 1001> - Level III

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Organizes and direct the food service preparation at an assigned school site; supervises the preparation, serving and storage of food in accordance with established guidelines and procedures; assures meals are served in a timely manner.
- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Instructs and trains new employees on jobs assigned. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all School System and department matters affecting them and/or of concern to them.
- Estimates and requisitions food and non-food items weekly for cafeteria operations. Checks stock as it comes in, dating it as necessary, and putting it on the shelves. Conducts an inventory monthly of food and supplies, and prepares a corresponding report.
- Plans, directs and manages activities and production of the food services , including the menu according to established price schedules, portion control and standardized recipes. Generates and distributes menus.
- Prepares and serves a variety of hot and cold menu items; observes quality and quantity of food served according to established procedures; assures proper temperature of foods.
- Organizes work and that of subordinate staff. Creates the daily work schedule for breakfast and lunch.
- Processes meal application and issues tickets for the meal program following federal, state, and district regulations.
- Prepares and maintains various manual or automated records and receipts related to daily cash receipts, meal activity, sales, orders, inventory, personnel or other assigned activities.
- Runs the cash register for some meals. Records lunch money collected and enters student's numbers and amount of money in the registers in a log on Mondays; records and enters lunch money other days of the week; reconciles cashier reports with cash.
- Records names from checks on deposit slips and make a daily deposit.
- Prepares payroll information at the end of each pay period.
- Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintain temperature logs for freezers and refrigerators. Maintains a clean and orderly workplace. May be required to wash pots, pans and other dishes.
- Ensures proper maintenance of equipment and supplies used in the cafeteria; arranges for necessary equipment repairs.
- May oversee special events such as banquets and receptions.
- Completes student and parent involvement notebook and activities.

**Additional Job Functions**

- Fills in for an absent employee when needed; acts as backup during lunch.
- Performs other related duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED equivalent and one to two years of cafeteria and staff management experience; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position.

### **Knowledge, Skills and Abilities Required to Perform Essential Job Functions**

- Ability to operate a variety of machines, tools, and equipment such as telephones, cash registers, dishwashers, adding machines, photocopiers, ovens, steamers, mixers, slicers, and deep fryers. Must be able to use body members to work, move or carry objects or materials.
- Ability to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to fifty pounds.
- Ability of speaking and/or signaling people to convey or exchange information includes giving assignments and/or directions to co-workers or assistants.
- Ability to read and write a variety of informational documentation, directions, instructions, and reports.
- Knowledge of basic math and cashiering skills.
- Ability to handle a variety of items, kitchen and office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities.
- Ability to differentiate colors and smells.
- Knowledge of nutritional practices as necessary in the completion of daily responsibilities. Knowledge of proper quantities of food needed for specific numbers of students, and can order the correct amounts to avoid shortages or waste.
- Knowledge of methods and materials used in the preparation, serving and transporting of food, including the sanitation and safety procedures related to the preparation and serving of food.
- Knowledge of proper inventory management procedures.
- Knowledge of principles and practices of supervision and training.
- Ability to establish and maintain cooperative and effective working relationships with others, using tact  
Patience and courtesy.
- Skill in identifying problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations
- Knowledge of the policies, procedures, and activities of the School System and cafeteria management and food preparation practices as they pertain to the performance of duties relating to the position of Cafeteria Manager.