



## CAFETERIA MANAGER

### Purpose Statement

The job of Cafeteria Worker was established for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; preparing deposits; and complying with mandated health requirements.

This job reports to the Child Nutrition Program Director.

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### Essential Functions

- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff according to dietary guidelines.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Manages assigned site operations (e.g. supervise personnel, create menus, monitor meal accounts and expenditures, evaluate new products and/or menus, oversee cleaning procedures, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Orients new employees to work center and school site processes for the purpose of providing training and information regarding site operations and activities.
- Oversees the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as needed, for the purpose of ensuring adequate staff coverage within site nutritional services operations
- Prepares a variety of documentation (e.g. meal program records, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Processes receipts for the purpose of completing and documenting transactions and/or preparing bank deposits.
- Reconciles transactions (e.g. meal counts, monies collected, etc.) for the purpose of maintaining account balances in compliance with established policies and procedures and makes daily bank deposits.



# Williamson County Schools

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- Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Schedules work hours and assignments for cafeteria employees for the purpose of ensuring adequate coverage for daily operations.
- Supervises food service workers and to her personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.

## Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 70% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.



**EXPERIENCE:** Job related experience is required.

**EDUCATION:** High school diploma or equivalent.

**EQUIVALENCY:** None Specified

### **REQUIRED TESTING:**

**CERTIFICATES & LICENSES:**  
Safe Serve Certificate and/or  
Level 1 SNA Certification preferred

**FLSA STATUS:**  
Non Exempt

### **CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Classified