

Position Description

Title: CAFETERIA MANAGER

Reports to: ASSISTANT DIRECTOR OF DINING SERVICES / DIRECTOR OF DINING SERVICES

Exempt or Nonexempt: NONEXEMPT
THIS POSITION IS AT-WILL

Summary of Position:

Directly responsible for all kitchen functions including food ordering, preparation and maintenance of quality standards; sanitation and cleanliness; training of employees in methods of cooking, preparation, portion and cost control, sanitation and cleanliness.

Essential Functions, Duties and Responsibilities, Include without Limitation:

- Understand and comply completely with all policies, procedures, standards, specifications, guidelines, directives, assignments, and training programs.
- Ensure that all food and products are consistently prepared and served according to SFE recipes, production records, cooking and serving standards.
- Provide orientation of kitchen rules, policies and procedures and oversee training of new kitchen employees.
- Fill in where needed to ensure customer service standards and efficient operations.
- Prepare and submit all required paperwork, including forms, reports and schedules in an organized and timely manner.
- Ensure that all equipment is kept clean and in excellent working condition through personal inspection. Report equipment that needs repair as per SFE and district policies and procedures.
- Ensure that all products are ordered according to predetermined product specifications and received in correct unit count and condition and deliveries are performed in accordance with SFE and the districts receiving policies and procedures.
- Control food cost and usage by following production records, product storage procedures, standard recipes and waste control procedures.
- Oversee and ensure that SFE policies on employee performance appraisals are followed and completed on a timely basis.

- Schedule labor as required by the Foodservice Director while ensuring that all positions are staffed when and as needed and labor cost objectives are met.
- Be knowledgeable of and comply with SFE policies regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of company policies, rules and procedures.
- Fully understand and comply with all applicable federal, state, county, and municipal laws, regulations and rules including those that pertain to health, safety and labor requirements in regards to SFE and district employees and customers and operations.
- Oversee the training of kitchen personnel in safe operation of all kitchen equipment and utensils.
- Responsible for training kitchen personnel in cleanliness and sanitation practices.
- Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas.
- Check and maintain proper food holding and refrigeration temperature control points, ensuring temperature logs are completed daily.
- Provide safety training in lifting and carrying objects and handling hazardous materials.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with SFE and the district policies and procedures.
- Ensure that the Company's operations for which this position is responsible follow sound financial practices, comply with applicable legal requirements, and comport with established practices in all regards.
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by the Company's policies.
- Ultimate responsibility and accountability for all aspects of the activities and operations related to the site to which you are assigned and for the duties within the scope of this position's responsibilities.
- Supervision and evaluation of subordinate employees.
- Submitting reports as directed and in compliance with deadlines.
- Other functions, duties and responsibilities as may be assigned or which are necessary or appropriate to the position.

Minimum Qualifications:

- Successful completion of all interviews, background investigations and fingerprint clearance requirements (as applicable) prior to employment.
- Submission of all employee-related documents and forms free of false, misleading and/or incomplete information prior to employment.
- Sensitivity and respect for people of various backgrounds, cultures, experiences, and socio-economic situations.
- A minimum of 2 years of experience in varied kitchen positions including food preparation, serving and customer service.
- At least 6 months experience in a similar capacity.
- Must be able to communicate clearly and professionally with other Managers, Directors, Administrators, students, and parents.
- Be able to reach, bend, stoop and frequently lift up to 30 pounds.
- Be able to work in a standing position for long periods of time (up to 8 hours).
- Posses basic math skills
- Must have basic knowledge and understanding of the following computer programs: Word, Excel, and Outlook
- Prior school foodservice experience desired.

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the minimum qualifications and will diligently perform the essential functions set forth in the position description. I understand that if there is any inconsistency or conflict, by omission or addition, between this position description and any other information, written or verbal, about this position that I received prior to the date set forth, this position description will control.

Signature

Date

NON-DISCRIMINATION POLICY

Southwest Foodservice Excellence, LLC is an equal opportunity employer and provides equal employment opportunities to qualified individuals without regard to age, race, color, gender, sex, pregnancy, sexual orientation, ethnicity, national origin, religion, marital or familial status, disability, or veteran status. The practice of non-discrimination applies to all employees, volunteers, applicants for volunteer opportunities, and to all terms and conditions of employment.

