

# SCHOOL DISTRICT OF JACKSON COUNTY

## JOB DESCRIPTION

### FOOD SERVICE CAFETERIA MANAGER

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Completion of the following courses or equivalent:
  - Introduction to Jackson County School Food Service
  - Equipment Use and Care
  - Quantity Food Preparation
  - Nutrition
  - Organization and Management
- (3) Five years' experience in commercial or school food service.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Basic math skills. Considerable knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service. Thorough knowledge of food values and nutrition; health, sanitary and safety practices; the purchase and storage of food and non-food supplies. Ability to plan economical, nutritious and attractive meals which appeal to school age children; train and supervise subordinates; establish and maintain a favorable working relationship with vendors, school personnel, parents, county-level personnel and subordinates; prepare and maintain accurate reports in a timely manner.

#### REPORTS TO:

Principal

#### JOB GOAL

To effectively supervise a staff to prepare and serve nutritious food in a safe and sanitary setting. Prepare and maintain necessary records and reports to comply with federal, state and District requirements.

#### SUPERVISES:

Cafeteria Staff

#### PERFORMANCE RESPONSIBILITIES

- (1) Interview applicants and make recommendations for the employment of food service personnel; supervise the training of new personnel; plan, assign, supervise and inspect the work of subordinates; evaluate the efficiency of subordinates and make recommendations for promotions and/or disciplinary action when necessary and as provided through performance evaluation.
- (2) Supervise overall kitchen operation including scheduling, food preparation, serving and clean-up.
- (3) Plan menus to meet the needs of children based on sound principles of nutrition, available food, inventory control, cost control, appeal and available equipment and facilities. Calculate requirements and purchase food and non-food supplies to meet these requirements by utilizing buying guides, specifications and market and bid prices. Supervise food preparation, portion control and serving procedures.
- (4) Recommend the purchase of new equipment; requisition needed repair and maintenance work through the Principal and supervise the care and use of equipment.

Board Approved April 20, 1998  
Amendments Board Approved April 15, 2003, March 20, 2012  
Amendment Board Approval March 15, 2016  
Amendment Pending Board Approval December 17, 2024

- (5) Responsible for sanitation in all areas, such as personal cleanliness of employees, food handling, storage of food, preparation of food and general clean-up and sanitation.
- (6) Prepare daily, weekly and monthly reports and maintain accurate records, such as: quantity planning work sheets; market order sheets, menus and daily records of amounts served, inventories of purchased food, non-food supplies, and USDA commodities, daily accounting records, weekly, monthly reports, and other records as may be required. Maintain and submit all such records and reports in an accurate and timely manner.
- (7) Assist all other personnel areas as needed to ensure that standards of performance are maintained and that the objectives of the program are achieved. Assist in preparation, service and clean-up as required.
- (8) Use effective, positive interpersonal communication skills.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.
- (10) Other duties assigned by the administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 16-~~27~~ 33  
10 months; 188 days  
8.0 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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