

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Cafeteria Manager I**

**Department: Child Nutrition**

**Grade G  
H.P.D. 7  
D.P.Y. 194**

**Job Description**

**Date Reviewed: July 2011**

**Reports To: Child Nutrition  
Director**

**Purpose of Job**

The purpose of this job is to oversee school cafeteria operations in the Clarksville-Montgomery County School System.

Cafeteria Manager I serves as manager to Satellite or receiving school. The manager works 7-hour days. The manager has the responsibility of forecasting what food is to be ordered for individual school. The manager assists in checking the food in as it is delivered from the cooking School. The amount of paperwork required is significantly less than that of a level II or Level III. Receives deposits for student accounts and is responsible for completion of daily records and daily bank deposits for the school. Supervises minimum finishing of food to be placed on line. Limited food prep/use of equipment for actual preparation of food in school. Checks in the milk and ice cream as delivered to the school. Oversees part-time employees.

Duties and responsibilities include ordering food, planning menus to ensure nutritious meals, maintaining records of money collected, preparing reports and staff payroll, and supervising and directing assigned staff to ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students. Reports to Child Nutrition Director.

**Essential Duties and Responsibilities**

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

Ensures that Federal and State rules and regulations and local board policies pertaining to meal requirements, record keeping, and personnel are implemented and fulfilled.

Plans and directs the preparation and service of appetizing and attractive food in the correct quantities in the cafeteria by means of specifying duties and providing written work schedules to promote efficient production.

Directs cafeteria staff to ensure that menus developed by the Child Nutrition Director are followed utilizing standardized recipes and procedures and are served in standardized portions to ensure correct quantities to meet the federally mandated nutritional requirements.

Assigns, directs, plans, and supervises the work of cafeteria staff in such a way as to prevent grievances, undesirable situations, and to promote teamwork.

Plans and assigns the work of employees by means of specifying duties and providing written work schedules.

Reviews time sheets to ensure that they are maintained in the required manner and prepares them for payroll each month.

Arranges for substitutes when required.

Provides and documents on-the-job training and means of growth for all cafeteria staff members.

Conducts and documents monthly meetings with cafeteria staff.

Assesses individual employee performance and provides a written evaluation in a review with each cafeteria staff member.

Confers with the Child Nutrition Director regarding personnel problems.

Organizes and maintains a safe, healthy, and clean operation at all times by means of specifying duties and providing written cleaning schedules.

Observes and ensures that staff members adhere to the personal appearance policy and are free of illness while carrying out their duties.

Ensures that state and local health regulations and codes of sanitation are properly maintained.

Performs first aid as needed and reports all accidents using the proper procedure.

Checks to see that all equipment in the cafeteria area is in safe working condition, and notifies the appropriate authority when repairs or replacements are needed.

Assumes responsibility for the security of all food, supplies, and equipment.

Assumes responsibility for the security of all cash until it is turned over to the proper authorities.

Orders all food and supplies needed on an as-scheduled basis through Central Office.

Ensures that all food and supplies received into the school are checked against the invoices for accuracy and signed only after each order has been verified.

Ensures that all food and supplies are received and stored with consideration given to proper food safety and handling procedures.

Reports any errors in the delivery such as shorts, faulty or inferior receipt, and incorrect price by using the established procedure.

Responsible for properly reconciling, receipting, and depositing of all collected money in the bank in compliance with state requirements.

Operates the activity within expense constraints so as to contribute to the financial viability of the School Nutrition Program operation.

Conducts studies to help in determining plate costs.

Prepares and maintains accurate and adequate records of income and number of meals served by eligibility category as well as adult and a la carte sales.

Prepares and maintains accurate and adequate records on food and supplies received and used through maintenance of invoices for all purchases and preparation of a monthly physical inventory.

Review and approves employee time records to assure that they are maintained in the required manner.

Prepares and maintains daily production records as a tool for planning and communication as well as documentation for auditing purposes.

Promotes increasing participation through good public relations and marketing skills with students, faculty, and parents.

Plans, implements and documents special promotions.

Works with the principal to make the cafeteria an extension of the classrooms and assists in promoting and offering nutrition education to students.

Assists in the evaluation of the cafeteria programs and the correction of identified problems or deficiencies in conjunction with the principal and Child Nutrition Director.

Participates in managers' meetings and in-service training programs to stay informed and to extend his/her knowledge and ability in the various areas of the School Nutrition Program.

Performs additional duties as assigned by the Child Nutrition Director.

Supervises, directs, trains, and devaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions; prepares payroll time sheets.

Orders food and nonfood items weekly for cafeteria operations; conducts food and supply inventory and prepares corresponding report.

Plans daily work schedule for breakfast and lunch and assigns tasks during staff meeting.

Plans daily menu count; plans menus for adequate and nutritious lunches according to prescribed guidelines.

May assist in food preparation, serving line set-up, and cashiering.

Prepares production reports; reconciles monies collected for meals with cashier reports; makes daily deposits of money.

Prepares and maintains accurate records of transactions as required by the School System.

Checks temperatures of freezer, cooler, refrigerators, hot and cold carts, and warmer, maintains temperature logs and posts temperature charts; orders maintenance repairs as needed.

Plans menu for school banquet functions and after school parties.

Oversees food preparation and housekeeping to ensure quality and acceptable sanitation standards are met; adjusts recipes as needed.

Collects processes, and verifies free lunch applications; prints and distributes free, reduced, and paid lunch tickets weekly and collects monies; prepares ticket tallies.

Complies with USDA guidelines as directed by keeping accurate records including commodity deliveries and inventories.

Checks-in deliveries and assists with loading/unloading food carts, food items and supplies from vehicle.

Oversees and assists with stocking food shelves and storage room.

Locks/unlocks cafeteria, freezers, refrigerators, etc. each day.

Organizes office and filing system; files reports and invoices; answers telephones.

### **Additional Job Functions**

Performs other duties as required.

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

High school diploma (or GED) required, with minimum of 1 year of supervisor and food service experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machines, tools, and equipment such as telephones, cash registers, dishwashers, adding machines, photocopiers, steamers, mixers, slicers, deep fryers, etc Must be able to use body members to work, move or carry objects or materials. Must be able 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 forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Cafeteria Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Cafeteria Manager.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, 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. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the position of Cafeteria Manager.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

**KNOWLEDGE OF JOB**

Has thorough knowledge of the policies, procedures, and activities of the School System and food service practices as they pertain to the performance of duties relating to the job of Cafeteria Manager. Has considerable knowledge of food services practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**