

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

Job Title: Cafeteria Manager Trainee Bakery Department: Child Nutrition

**Grade E
H.P.D. 8
D.P.Y. 194**

Job Description

Date Reviewed: July 2011

**Reports To: Food Service Field
Supervisor**

Purpose of Job

Under general supervision participant completes a training program that will prepare him/her for all managerial responsibilities including supervision, cashiering, ordering procedures, production, record keeping, etc.

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 when assigned as cafeteria manager.

Directs staff to ensure that menus developed by the Child Nutrition Department are followed utilizing standardized recipes and procedures and served in standardized portions to ensure correct quantities to meet the federally mandated nutritional requirement when assigned as cafeteria manager.

Assigns, directs, plans, and supervises the work of substitute workers in such a way as to train employees on specific job responsibilities when assigned as cafeteria manager or under the direction of a cafeteria manager.

Plans and assigns the work of employees by means of specifying duties and providing written work schedules when assigned as cafeteria manager.

Arranges for substitutes when required when assigned as cafeteria manager.

Participates in classroom training to cover and build Administrative Skills, Personnel Management, Food Safety, Production Cooking, Equipment Operation, Care and Maintenance, Federal Regulations on School Meals, Special Diets, Computer/POS training, and Financial Management.

Attends monthly meeting with cafeteria managers.

Confers with the Child Nutrition Department regarding menus, preparation techniques, questions/answers in regard to program when assigned as a cafeteria manager.

While in School Cafeterias the Manager Trainee will observe;

- .Teamwork efforts of the employees
- .Work simplification techniques
- .The relationship of between the manager and the employees
- .The interaction to the cafeteria staff and the school personnel

Organizes and maintains a safe, healthy, and clean operation at all times by specifying duties and providing written cleaning schedules when assigned as cafeteria manager.

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

Ensures that state and local health regulations and codes of sanitation are properly maintained when assigned as cafeteria manager.

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 when assigned as cafeteria manager.

Assumes responsibility for the security of all food, supplies, and equipment when assigned as cafeteria manager.

Assumes responsibility for the security of all cash until it is turned over to the proper authorities when assigned as cafeteria manager.

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

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 when assigned as cafeteria manager.

Ensures that all food and supplies are received and stored with consideration given to proper food safety and handling procedures when assigned to work in a cafeteria or assigned as cafeteria manager.

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

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

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

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 when assigned as cafeteria manager.

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 when assigned as cafeteria manager or under the direction of a cafeteria manager.

Prepares and maintains accurate daily production records as a tool for planning and communication as well as documentation for auditing purposes when assigned as cafeteria manager or under the direction of a cafeteria manager.

Prepares and maintains other accurate records as deemed necessary for efficient operation of the program or for auditing purposes when assigned as cafeteria manger or under the direction of a cafeteria manager.

Promotes increasing participation through good public relations and marketing skills with students, faculty, and parents when assigned as cafeteria manager or under the direction of a cafeteria manager.

Plans, implements and documents special promotions when assigned as cafeteria manger or under the direction of a cafeteria manager or under the direction of the Child Nutrition Department.

Works with the Child Nutrition Field Department, the Cafeteria Manager and Principal of assigned school, 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 Field Department.

Participates in managers' meeting 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 Field Supervisor and Child Nutrition Department.

Additional Job Functions

Performs other duties as required

Minimum Training and Experience Required to Perform Essential Job Functions

High School (or GED) required, with a minimum of two years food service experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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 Trainee Bakery. 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.

**(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 Trainee Bakery. 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 Trainee Bakery.

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 Trainee Bakery.

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.

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.

Employee's Signature

Supervisor's Signature

Date

Date