

Aledo ISD Job Description

Campus Cafeteria

Child Nutrition Manager

Rev. 8/26/2014

Reports to: Director of Child Nutrition

Primary Purpose:

Supervise, train, and manage campus food service operation in a safe and efficient manner. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Central Office administration. Meet health codes.

Qualifications:

Education/Certification:

High school diploma or GED

Proficient in English language

Food manager certification

Mandatory trainings are required as determined by Aledo ISD

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation

Ability to manage personnel

Effective planning and organizational skills

Experience:

Completion of a sanitation course before or during the first year as manager

Three years' experience in institutional food service operations

Major Responsibilities and Duties:

Cafeteria Management

1. Produce and maintain work schedules and production records.
2. Direct daily activities in kitchen and cafeteria.
3. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
4. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.
5. Supervise and train employees at campus level, promoting efficiency, morale, and teamwork.

Policy, Reports, and Law

6. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
7. Maintain accurate reports of daily and monthly financial, production, and activity records.
8. Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).
9. Complete all assignments in timely, economic and efficient manner.
10. Adhere to professional conduct at all times.

Safety

11. Ensure that food items are stored in safe and hazard-free environment.
12. Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
13. Maintain safe work environment.
14. Report all injuries to supervisor and insurance personnel as required.

Inventory and Equipment

15. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
16. Maintain logs on all equipment maintenance required within campus food service department.
17. Perform preventive maintenance and report needed equipment repairs.
18. Recommend replacement of existing equipment to meet department needs.
19. Conduct annual physical equipment and supplies inventory.

Other

20. Help screen, select, and train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.

Supervisory Responsibilities:

Supervise and evaluate child nutrition specialists assigned to campus cafeteria.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date

Child Nutrition Director

Date