



August 1997

CAFETERIA MANAGER II

DEFINITION

Under direction, to have responsible charge of a high school cafeteria operation, including student and faculty dining rooms, snack bar, and other points of sale; to supervise the operation of satellite locations, including elementary schools; to supervise the preparation, cooking, and serving of varied meal preparations; and to do other work as required.

EXAMPLES OF DUTIES

Plans, assigns, and supervises the preparation and serving of lunches to pupils and teachers; sets up prepared menu; requisitions foodstuffs and supplies; supervises cleaning of the kitchen and equipment; supervises employees who receive cash and prepare it for pick up; checks bills on foodstuffs; has financial accountability for operational controls; opens and closes cafeteria; makes oral and written reports on a variety of activities, including work injuries, safety, sales, employee performance, and complaints; outlines daily duties and work schedules of kitchen staff; directs proper storage of food and supplies; maintains standards of efficiency and sanitation in food preparation; trains new personnel in methods and procedures of tasks assigned; works with custodial and maintenance staffs in maintenance and operation of the kitchen and equipment; coordinates services with school administrators and groups; prepares meals for special occasions; performs computer functions related to Food Services including ordering, sales, record keeping and communication; supervises transport of meals from base kitchen to satellite sites and elementary schools; visits these sites to ensure maintenance of standards; prepares and presents evaluations of employee performance; and other related duties as assigned.

LICENSE REQUIRED

A valid California driver's license and the ability to qualify and maintain insurability by the District's liability insurance carrier's standard.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and methods of quantity food preparation, distribution and storage;
- Methods of computing food quantities required by prescribed menus;
- Care and use of standard food service equipment;
- Sanitation and safety procedures relating to food preparation and serving;
- Basic principles of supervision and training.

Cafeteria Manager II – page 2

Ability to:

Requisition proper amounts of food and supplies;
Work with, instruct, and supervise staff;
Handle money and keep records related to labor production worksheets, sales, and orders;
Follow oral and written directions;
Work cooperatively with school staff, students, and co-workers;
Learn to perform computer functions related to ordering, sales, recordkeeping, and communication;
Delegate and assign duties to coordinate the work of others.

Training and Experience:

Equivalent to two years of full-time paid supervisory experience in the preparation and serving of meals in a large food service setting. Experience in a school setting is preferred.

Education:

Equivalent to graduation from twelfth grade.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 151X
- 11 months