

## Job Description

**Job Title:** Cafeteria Manager I

**Supervisor:** Area Cafeteria Supervisor

**Job Classification:** Non-Exempt

**Pay Grade:** 22

**Contract Length:** 185

### **Job Summary**

Responsible for the supervision of the child nutrition operation with no more than 2 serving lines. The manager will run the daily operation of the cafeteria in compliance with Newport News Child Nutrition Services, USDA, local, state and Federal policies, procedures, rules, regulations and guidelines. The manager will be responsible for the supervision of a staff of employees and the implementation of the high standards of nutrition, food production, financial accountability and student services set forth by the Child Nutrition Services Office.

### **Essential Duties**

1. Assumes responsibilities for ordering, receiving, storing, handling, preparing and serving of food according to established standards outlined in the Child Nutrition Services Handbook.
2. Inspects food deliveries; inspects all food services areas for cleanliness; inspects food preparation; monitors temperatures on freezer, refrigerator and food; inspects machinery and orders maintenance when necessary.
3. Assures that sanitation and safety practices in all phases of the child nutrition operation meet established standards developed by the Child Nutrition Services Office and Virginia Department of Health.
4. Maintains accurate child nutrition paperwork, to include food and equipment inventories, food production records, food orders, payroll, deposit ticket, accounts payable and emergency fund reimbursements. Meets all deadlines for paperwork.
5. Plans schedules and work assignments. Trains, supervises and evaluates employees according to established procedures.
6. Participates in promotions to increase meals served and educate students about healthy eating habits.
7. Manager may be requested to prepare and serve meals for special events such as 5<sup>th</sup> grade graduation.
8. Trains a child nutrition employee to open and close the operation in the absence of the manager to include: starting computer, downloading, performing end of day procedures, counting money, making deposit ticket and dropping deposit bag at bank.
9. Operates computer to include but not limited to: downloads, food production records, food inventory, end of day and month procedures, lunch loan notices to students, weekly roster to be used in the event of power failure, and the ability to send and receive e-mail.
10. Ability to cook, bake and cashier when needed.
11. Attends all manager meeting and workshops.
12. Performs other duties as assigned.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

A minimum of a high school diploma or equivalent and four years' experience in food services; or a degree in food and nutrition, institutional management or a related field, or a combination of education and experience equivalent to either of the above. Ability to operate a computer with knowledge of Microsoft Windows, MS-Word and MS-Excel. Ability to organize, delegate, instruct, supervise and evaluate people. Ability to properly convert standardized recipes. Ability to train and supervise in safety

precautions in order to avoid injuries of minor cuts, bruises, falls, burns and scalds. Follow dress code as outlined in the Child Nutrition Services Handbook. Ability to complete written forms and records and submit to appropriate office by designated due date. Successful completion of an approved sanitation course.

**Working Conditions & Physical Requirements**

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 30 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with staff and students.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/cafeteria environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Child Nutrition Staff

**Supervision Received:** Area Cafeteria Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Manager will be required to follow any other instructions and to perform any other related duties as assigned by Area Cafeteria Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

Revised 07/19 CR