

# Hardin County Schools

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## Job Posting School Nutrition Program Cafeteria Manager

Posting Date: November 14, 2018

Position: **School Nutrition Program Cafeteria Manager  
Southside School**

In accordance with Hardin County School's application standards, candidates must have the following qualifications:

1. High school graduate or equivalent; and
2. Must have experience with food purchasing, food preparation and serving of food; and
3. Must be able to supervise staff and work cooperatively with others; and
4. Must have computer experience, especially with EXCEL, Word and e-mail; and
5. Must know how to operate our computerized School Nutrition Program Point of Sale System or be willing to learn; and have
6. School Nutrition Program experience (Suggested, but not required).
7. Pass background check.
8. Complete required hours of professional development.

**Application Deadline: November 30, 2018 or until filled**

**Position Start: January 2019**

Please send application or request for transfer and resume to Kristen Tomlinson, Hardin County Board of Education, 155 Guinn Street, Savannah, Tennessee 38372.

**HARDIN COUNTY BOARD OF EDUCATION**  
**JOB DESCRIPTION**

**SCHOOL NUTRITION PROGRAM CAFETERIA MANAGER**

**QUALIFICATIONS:**

1. High School diploma or equivalent
2. Must be able to follow assignments and directions
3. Experience with food purchasing, food preparation and serving of food is required
4. Must be able to work cooperatively with others
5. Must be able to perform work required of job
6. Additional qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** School Nutrition Program Director

**JOB GOAL:** To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort and benefit of the students

**TERM OF EMPLOYMENT:** Approximately 190 days per school year

**EVALUATIONS:** Performance will be evaluated on a yearly basis by the School Nutrition Program Director

**PERFORMANCE RESPONSIBILITIES:**

The responsibilities of the School Nutrition Program Cafeteria Manager may include, but are not limited to the following activities:

1. Ensure that Federal and State rules and regulations and local board policies pertaining to meal requirements, record keeping, and personnel are implemented and fulfilled
2. Plan and direct 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
3. Direct cafeteria staff to ensure that menus developed by the School Nutrition Program 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
4. Assign, direct, plan, and supervise the work of cafeteria staff in such a way as to prevent grievances, undesirable situations, and to promote teamwork
5. Arrange for substitutes when required
6. Provide and documents on-the-job training and means of growth for all cafeteria staff members
7. Assess individual employee performance and provides a written evaluation in a review with each cafeteria staff member
8. Confer with the School Nutrition Program Director regarding personnel problems

9. Organize and maintain a safe, healthy, and clean operation at all times by means of specifying duties and providing written cleaning schedules
10. Observe and ensure that staff members adhere to the personal appearance policy and are free of illness while carrying out their duties
11. Ensure that state and local health regulations and codes of sanitation are properly maintained
12. Perform first aid as needed and report all accidents using the proper procedure
13. Check to see that all equipment in the cafeteria area is in safe working condition, and notify the appropriate authority when repairs or replacements are needed
14. Assume responsibility for the security of all food, supplies, and equipment
15. Assume responsibility for the security of all cash until it is turned over to the proper authorities. Make daily bank deposits of funds collected
16. Order all food and supplies needed on an as-scheduled basis through Central Office
17. Ensure 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
18. Ensure that all food and supplies are received and stored with consideration given to proper food safety and handling procedures
19. Report any errors in the delivery such as shorts, faulty or inferior product, and incorrect price by using the established procedure
20. Responsible for properly reconciling, receipting, and depositing of collected money in the bank in compliance with state requirements
21. Operate the activity within expense constraints so as to contribute to the financial viability of the School Nutrition Program operation
22. Conduct studies to help in determining plate costs, labor distribution, etc.
23. Prepare and maintain accurate and adequate records of income and number of meals served by eligibility category as well as adult and a la carte sales
24. Prepare and maintain 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.
25. Review and approve employee time records to assure that they are maintained in the required manner. Check, prepare and submit employee time sheets for payroll each month
26. Prepare and maintain daily production records as a tool for planning and communication as well as documentation for auditing purposes
27. Promote increasing participation through good public relations and marketing skills with students, faculty, and parents
28. Plan, implement and document special promotions

29. Work with the principal to make the cafeteria an extension of the classrooms and assists in promoting and offering nutrition education to students
30. Assist in the evaluation of the cafeteria programs and the correction of identified problems or deficiencies in conjunction with the principal and School Nutrition Program Director
31. Participate in manager's meetings and in-service training programs to stay informed and to extend knowledge and ability in the various areas of the School Nutrition Program
32. Implement the approved collection procedure
33. Check temperatures of freezer, cooler, refrigerators, warmer, storage areas, and maintain temperature logs and posts temperature charts. Order maintenance repairs as needed
34. Oversee food preparation and housekeeping to ensure quality and acceptable sanitation standards are met; adjust recipes as needed
35. Comply with USDA guidelines as directed by keeping accurate records including commodity deliveries and inventories
36. Check in deliveries and assist with loading/unloading
37. Oversee and assist with stocking food shelves and storage room
38. Lock/unlock cafeteria, freezers, refrigerators, etc. each day
39. Organize office and filing system; file reports and invoices and answer telephones
40. Provide guidance to staff about HACCP requirements and ensures that all HACCP guidelines are implemented
41. May require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows:
  - Pushing and/or pulling, climbing, stooping, standing, walking, kneeling and crouching, reaching, talking, hearing and seeing.
42. Must be physically able to operate a variety of machines, tools and equipment such as telephone, computer, dishwasher, adding machine, copy machine, steamer, fax machine, mixer, slicer, food processor, convection and combi-ovens, tilting skillets, etc
43. Must know or be willing to learn our point of service and other school nutrition program computer systems
44. Must know how to communicate via e-mail
45. Perform additional duties as assigned by the School Nutrition Program Director

**PURPOSE OF JOB**

The purpose of this job is to oversee the operations of a school cafeteria in the Hardin County School System. This person manages the preparation of food from ordering, to completion of production records, check in of food from distribution, a la carte items, and daily record-keeping responsibilities as listed above. The Manager supervises all school nutrition employees at their site and must see that all reports including a complete monthly inventory is received from their school in a timely manner each month. The manager must oversee the menu, recipe preparation and service of food at his/her school. Duties and responsibilities include ordering food, planning menus to ensure nutritious meals, maintaining records of money collected, preparing reports and staff time sheets, 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.

**ATTENDANCE**

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

**KNOWLEDGE OF JOB**

Have 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. Have considerable knowledge of food services practices as necessary in the completion of daily responsibilities. Know how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Are able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Know how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Are 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. Are able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, management, human relations, and technical skills. Are 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. Have the ability to comprehend, interpret, and apply regulations, procedures, and related information. Have comprehensive knowledge of the terminology, principles, and methods utilized within the department. Have the mathematical ability to handle required calculations using percentages and decimals. Are knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

*The Hardin 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**

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**Date**

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**Date**