



# Longview Independent School District

## JOB DESCRIPTION CAFETERIA MANAGER

<b>JOB TITLE:</b>	Cafeteria Manager	<b>WAGE/HOUR STATUS:</b>	Non- Exempt
<b>REPORTS TO:</b>	Director of Food Services	<b>TERMS:</b>	182 Days
<b>DEPARTMENT:</b>	Food Services	<b>PAY GRADE:</b>	Manual Trades 3

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### PRIMARY PURPOSE:

Supervise, train, and manage campus food service operation; 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

#### 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 and safety 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



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Cafeteria Management (continued)

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)

#### Safety

9. Ensure that food items are stored in safe and hazard-free environment
10. Establish and enforce standards of cleanliness, health and safety, and following health and safety codes and regulations
11. Maintain safe work environment

#### Inventory and Equipment

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



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Other

17. Help screen, select, and train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel
18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures
20. Maintain confidentiality in the conduct of district business
21. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
22. Demonstrate regular and prompt attendance
23. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

- Supervise employees for campus assigned
- Completion of TDA production records
- Oversee daily financials
- Approval of biweekly payroll information
- Annual appraisals to be completed for each employee

### EQUIPMENT USED:

Large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, ovens, dishwashers, food and utility carts

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged standing, walking; moderate lifting and carrying (15-44 pounds); frequent stooping, bending, twisting, pushing, pulling, wrist flexion/extension, reaching/overhead reaching and kneeling and climbing (ladder); moderate exposure to extreme hot and cold temperatures prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: May, 2017