



JOB DESCRIPTION

JOB TITLE: **Cafeteria Manager – Receiving Kitchen**

Position Type: <b>Classified</b>	Department: <b>Food and Nutrition</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Food and Nutrition Director</b>
Salary Range: <b>35</b>	
Term of Employment: <b>10 months</b>	Date: <b>January 29, 2019</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Provides products and services to our student and adult customers. Supervises 3-7 Food and Nutrition workers, oversees inventory ordering, receiving and delivery functions for multiple sites, oversees all preparation and production of breakfast and lunch meal service and maintains a safe and sanitary kitchen.

*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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Ensures all products are maintained, prepared and served at proper temperature ranges.
- Oversees and supervises all production and preparation of food products for breakfast and lunch meal service.
- Provides catering services at site level.
- Responsible for all food-related functions at site, including occasional evening functions. Provides preparation and production services if necessary as well as advisory functions for school and community personnel.
- Ensures all rules and regulations are adhered to and ensures compliance with National School Lunch Program rules and regulations.
- Performs all duties related to meal counting and ensures that all cash handling procedures are implemented and accurate.
- Complies with all Maricopa County Department of Environmental Services food codes.
- Responsible for all inventory functions of assigned location, including determining quantities needed, initiating and receiving orders, and ensuring proper rotation, storage and handling of all food products. Performs necessary count of food and supply products as directed by the Food and Nutrition Director.
- Responsible for managing inventory for additional locations, including consolidating orders, managing receiving and delivery, and ensuring proper rotation, storage and handling of all food products for additional sites.

- Provides ordering support for assigned satellite sites.
- Performs necessary marketing functions at site, including marketing in school newsletters, promoting new products and utilizing any mass media to promote good nutrition.
- Maintains proper levels of labor as it relates to meal counts. Increases or decreases labor hours in accordance with business demands.
- Follows proper HAACP procedure with regard to receiving, transporting, storing, handling and preparing food products.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Provides substitute coverage as assigned by the Food and Nutrition Director on an as needed basis.
- Completes other job related duties as assigned by the Food and Nutrition Director.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises 3-7 employees in the Food and Nutrition kitchen. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with the District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must have a basic knowledge of computers and possess the ability to learn and establish proficiency in a variety of software applications.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must be able to obtain within one month of employment and maintain a Certified Food Protection Manager's certificate.
- Must possess and maintain an Arizona Driver's License.
- Must complete online safe driving (defensive driving) class, and renew training every three years.

### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED) required.
- Three years of relevant, progressively responsible, large quantity food service experience

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.
- Has the ability to add and subtract multiple digit numbers and to multiply and divide with 10's and 100's.
- Has the ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 40 lbs. Items over 40 pounds should be broken down into smaller quantities or a second staff member should assist with lift.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Regularly required to wash dishes and general kitchen cleanup.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.
- The employee is occasionally exposed to extreme heat.
- 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.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*