



# TRITON REGIONAL SCHOOL DISTRICT

*Respect, Integrity, and Excellence for All*

**POSITION:** *Cafeteria Manager*

**PURPOSE OF POSITION:**

To provide each student with appetizing food of high nutritional quality in an atmosphere of cleanliness, cheerfulness, and personal caring

**REPORTS TO:** Building Principal in cooperation with the Food Services Director

**SUPERVISES:** Site based cafeteria workers

**PERFORMANCE RESPONSIBILITIES:**

1. Submit grocery, bread, ice cream, milk and paper orders, in accordance with the lunch menus, accurately and on time
2. Receive deliveries from vendors, record date and temperature of food products, and submit signed invoices to Director for payment
3. Communicates issues to Director regarding vendor/product performance/shortages
4. Maintains food costs by monitoring the use of standardized recipes and adherence to portion control measures
5. Accurately maintains and completes production records, meal counts (FP9) and cash transactions (Daily Register), and inventory (food, supplies and equipment) and submits required paperwork on time and without error
6. Maintains daily and monthly records for refrigeration/freezer temps, food temps, and sanitation
7. Knows and enforces all regulations, regarding the proper handling of food products, chemicals, and paper products, as stated in the Massachusetts Food Code
8. Responsible for requested catering including the planning and preparation for any special meals (lunches or dinners) required for district sponsored events
9. Knows how, and trains staff how, to care for and use of kitchen equipment (including steamer, meat slicer, large kettles, ovens and bread slicer)
10. Provide assistance and suggestions in menu planning and for the preparation and serving of government surplus foods
11. Ensures staff is accurately following recipes and performing various preparation (ie safe food handling procedures) and serving tasks (ie portion control) to preserve food quality/safety, promote efficient meal service, and maintain visual appeal while following TFB standards
12. Maintains an open line of communication to the school principal informing him/her of any impending changes/alterations of products or services to the student body
13. Assists in interviewing and selecting the personnel best qualified to work effectively toward meeting the objectives of the School Lunch Program

14. Assists in developing work performance standards, monitors employee job performance on a regular basis, and prepares annual employee performance evaluations
15. Conducts regular staff meetings
16. Determines work schedules for the staff within budgeted labor hours
17. Prepares payroll timecards, and forwards them to the Food Service Director, accurately and on time
18. Communicates in a positive and professional manner, both verbally and written, with students, parents, administrators, teachers, co-workers, and supervisor
19. Exhibits a positive attitude towards work and responds well to constructive criticism, and changes in regulations/assignments
20. Demonstrates willingness to undertake a work assignment without supervision
21. Reports to work on time, as scheduled, and maintains a good attendance record
22. Attends, whenever possible, SNA, Area 3, or other sponsored conferences, workshops, and staff development activities
23. Coordinates preventative maintenance and/or recommendations for replacement of equipment and appliances in the Cafeteria/Kitchen
24. Start-up and break-down of kitchens during vacations
25. Any and all other tasks and projects as instructed by the Administration

#### **QUALIFICATIONS:**

1. Minimum of a high school diploma, preferably an associate or bachelor's degree
2. Experience as a Cafeteria Manager either in a school, or school setting
3. Credential as a School Nutrition Specialist through the School Nutrition Association preferred
4. Possess an understanding of the Commonwealth's Nutrition and Food Services regulations
5. Ability to work effectively with students, staff, and parents
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

#### **TERMS OF EMPLOYMENT:**

- Annual Work Schedule: 190 Days
- Health and Benefits per District Policies and Agreements
- Salary to be negotiated with the Superintendent

**HIRING RANGE:** \$25,000 - \$45,000

**EVALUATION:** Performance of this job will be evaluated by the building principal in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel