



Our Children, Our Schools, Our Future!

Jurupa Unified School District

CAFETERIA MANAGER – ELEMENTARY (SINGLE SITE)

DEFINITION

Under direction to plan, organize, supervise and to be responsible for the preparation and serving of school meals in accordance with prescribed menus; and to do related work as required. Cafeteria Manager - Elementary School (Single Site Service) is distinguished from Cafeteria Manager - Middle School and Cafeteria Manager - High School in that preparation of a la carte dishes and supervision of snack bar services are not required. There are also not as many employees to supervise. It is distinguished from Cafeteria Manger - Elementary Schools (Multiple Site Service) in that only one school is served.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes and supervises the food service program following established procedures.
- Maintains high standards of food preparation and service with emphasis on appetizing and appealing meals high in nutritive values and flavor.
- Prepares or implements menu plans with emphasis on meeting daily nutritional needs of students.
- Prepares, packages, and serves food.
- Cleans serving counters, tables, chairs, food containers and other equipment.
- Maintains proper care of kitchen equipment.
- Cooks and/or bakes main dishes.
- Operates electronic point-of-sale (POS) equipment such as cash registers, computers and keypads.
- Takes money and makes change.
- Maintains high standards of sanitation and safety.
- Maintains inventory records of food, supplies and equipment.
- Assumes responsibility for the quality and quantity of foods prepared with use of standardized recipes and portion control.
- Assigns, schedules, and supervises work of assigned cafeteria employees.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned.

LICENSE REQUIREMENT

Possession of a valid California Food Safety Certificate.

DESIRABLE QUALIFICATIONS

Knowledge of:

Methods of preparing, packaging, storing and serving foods in large quantities;
Care and use of food service equipment;
Sanitation and safety procedures relating to food preparation, service and storage;
Methods of computing food quantities required by prescribed menus;
Basic requirements of the National School Lunch and Breakfast Program;
Basic computer operation.

CAFETERIA MANAGER - ELEMENTARY (Single Site)

Ability to:

Work with, instruct, assign and supervise other cafeteria employees;
Requisition proper amounts of foods and supplies;
Make arithmetical calculations with speed and accuracy;
Work safely;
Prepare high quality food in quantity appropriate to the daily nutritional needs of students;
Prepare required servings within budget limitations;
Follow oral and written instructions;
Establish and maintain effective working relationships with others;
Work competently under pressure and deadlines;
Keep accurate records and prepare written reports;
Remain flexible despite a heavy work load, frequent schedule changes or job changes;
Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines;
Communicate effectively with staff, other personnel, and the public;
Sit, stand, stoop, kneel, bend and walk;
Stand and/or walk on hard flooring for sustained periods of time;
Climb slopes, stairs, steps, ladders and ramps;
Frequently move objects weighing up to 50 pounds;
Push or pull a rolling cart carrying up to 200 pounds;
Perform strenuous manual labor for sustained periods of time;
Work at various elevated heights in a safe and effective manner;
Work in a wide range of temperatures;
Work with chemical agents in a safe and effective manner;
Operate food preparation utensils, machinery and equipment in a safe, effective and efficient manner;
Efficiently and effectively operate electronic point-of-sale (POS) equipment such as cash registers, computers, and keypads;
Maintain regular, steady attendance.

Experience:

Two years of experience in quantity food preparation and serving, including some supervisory duties.

Education:

Graduation from high school or its equivalent. Successful completion of at least two (2) of the following food service classes: Sanitation and Safety, Work Simplification, Human Relations, Nutrition, Menu Planning, Principles of Food Preparation, Introduction to Quantity Food Preparation, Quantity Food Preparation, Preparing School Meals, Food Purchasing, Personnel Management, Management Procedures and Records, Equipment Selection and Layout, Child Growth and Development. Equivalent courses may be substituted if approved by the Director of Food Services.

Personal Qualities:

Good personal hygiene, willingness to perform job tasks, reliable and dependable.

Personnel Services
May 2011

Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.