

Cafeteria Manager Job Description

Name: _____

School Name: __All Saints Catholic School _____ City: __Fort Worth__, TX

Job summary: The Cafeteria Manager fulfills the mission of the Catholic school by managing the school cafeteria and lunch program within the framework of the school's philosophy and organization. The Cafeteria Manager is responsible for coordinating and implementing the school's food program within the guidelines established by the school. The Cafeteria Manager has decision making responsibilities within essential job functions in keeping with school policies. The position is hired and evaluated by the principal.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Ensures that kitchen and serving area meet Texas State Health Department guidelines
- Maintains appropriate State of Texas food handler's certification as required for state inspections
- Demonstrates general knowledge of cooking and ability to follow recipes and creates menus
- Maintains accurate records for cafeteria operations
- Counts money and makes daily reports available as requested
- Fills out all forms and reports required for the Federal Lunch Program (if school participates)
- Maintains accurate inventory of food, supplies, and equipment and submits timely, cost-effective orders as needed
- Supervises cafeteria assistants
- Supervises students in the serving area with regard to safety and behavior
- Maintains current and accurate lunch and bookkeeping records according to school policy
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

Important job functions:

- Collaborates with peers to enhance the work environment
- Demonstrates a willingness to respond to individual student needs
- Ability to work well with students, parents, and colleagues in a school setting
- Ability to follow directions and handle multiple tasks

Minimum qualifications:

Education/Certification:

- High school diploma or equivalent
- Food Handlers certificate in the State of Texas
- Food Manager's certificate
- Meets state and local health regulations, as required

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Experience:

- None required

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Able to communicate effectively both orally and verbally
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working Conditions:

- Required to work some nights and weekends
- Required to work a minimum of a full school day
- Required to manage high to moderate levels of stress
- Required to work in standard school cafeteria and kitchen conditions

Mental/Physical Demands:

- Required to lift or carry lunchroom supplies, food orders, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and dishwashing
- Required to monitor students

FLSA classification: X Exempt Non-exempt (hourly)

School classification: Full-time Part-time
 Temporary Other/seasonal

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____