

PRODUCTION COOK & CAFETERIA MANAGER Class 1A**QUALIFICATIONS:**

1. Minimum High school diploma or equivalent.
2. A least 6 months quantity cooking experience.
3. Food Safety Manager Certificate. Member of the School Nutrition Association. Level 2 Certified in School Food Service.
4. Ability to lift 15-65 pounds, to withstand a wide range of temperatures and to stand and walk on hard floors 90% of the time.
5. Ability to work with chemical agents.
6. Ability to work with various school personnel, students and the Public.
7. Ability to supervise train and assist in evaluating Food Service Workers.
8. Ability to work within a framework of multiple and complex regulations. Solve math problems and maintain accurate records.
9. Ability to use a variety of computer programs.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director

SUPERVISES: Food Service personnel under his/her jurisdiction.

JOB GOALS: To ensure the smooth and efficient operation of the Food Service Department for the ultimate health, comfort and benefit of the students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the food service staff in the preparation and serving of food by training, enforcing work schedules, assigning and directing work, enforcing work production standards, evaluating work performance and correcting job performance needs.
2. Follows approved cleaning and safety practices to ensure that sanitary and safe conditions are maintained in kitchen, food serving areas, dish room, storage and receiving areas. Oversees completion of monthly cleaning duty records.
3. Maintains food quality standards and safety including taste, texture, appearance and temperature.
4. Orders the appropriate quantities of food and supplies, assures proper storage and usage.

5. Ensures periodic inventories of food and supplies are taken. Coordinates the shipment of food.
6. Supervises hours worked by employees, initials and explains time worked over or short on time card.
7. Utilizes cost control procedures to avoid unwarranted Food Service operating costs and to stay within budgeted funds.
8. Initiates requests for equipment repairs or replacement.
9. Implements security measures to prevent vandalism and theft and performs school safety tasks.
10. Maintains required hours of the Professional Standards for School Nutrition Professionals.
11. Oversees the preparation of meals using standardized recipes, cooking times and techniques that follow the USDA Meal Pattern requirements. Food is prepared within the timeframes required.
12. Coordinates the preparation and set up of food, supplies and space requirements needed for Catering events. Organizes the labor to fit the event. Prepares the bill and turns it in to Production Manager and Director.
13. Coordinates bag lunches for field trips, and other school related student events.
14. Handles complaints, concerns or problems related to Food Service. Reports to the Director of such.
15. Provides insight and suggestions regarding menu choices. Completes Production records and maintains files.
16. Assists the Director in maintaining a well run and efficient Cafeteria.
17. Performs other tasks and assumes other responsibilities within the overall scope of the position which the Director may assign.

WORK SCHEDULE:

The work day shall be established by the Director but shall not exceed 8 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are approved by the District Administrator. Most individuals in this category will work 7 to 8 hours per day as individually directed by the Director.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.