

COMET CAFE' MANAGER/LEAD CASHIER/ MARKETING COORDINATOR – CLASS 1B**QUALIFICATIONS:**

1. Minimum High school diploma or equivalent.
2. Food service experience preferred.
3. Serve Safe 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 and assist in evaluating Meal Checkers and Cafe' Workers.
8. Ability to operate cash register, 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; Cashiers, Comet Cafe' workers.

JOB GOALS: To promote, educate and expand the role of Food Service by proactively embracing the USDA and State Regulations for the ultimate health, comfort, and benefit of the students.

PERFORMANCE RESPONSIBILITIES:

1. Manages the day to day operations of the Comet Cafe'.
2. Assists with activities, events and contests such as Theme Days, Taste Testing, Recipe Challenges, Fruit & Vegetable of the Month, Farm 2 School, etc. Works to provide promotional materials, advertising and prizes.
3. Implements and monitors the Smart Snack guidelines for Ala' Carte and vending sales for the District.
4. Supervises Meal Checkers and Comet Cafe' workers by training, enforcing work schedules, assigning and directing work, evaluating work performance.
5. Follows approved cleaning and safety practices to ensure that sanitary and safe conditions are maintained in the kitchen, food serving areas, and the Comet Cafe.
6. Handles concerns and complaints in a timely and professional manner. Reports to Director of such.

7. Assures that the meal pattern requirements specified by the U.S. Department of Agriculture and the State are followed by all Meal Checkers. Completes the annual Monitoring form and the Civil Rights Training.
8. Follows prescribed procedures to protect the anonymity of students who qualify for free and reduced price meals; Oversees POS accounts at the High School.
9. Assists in the periodic inventory of food, supplies and beverages.
10. Coordinates the ordering of Vending and Comet Cafe' food, beverages and supplies. Is the contact person for Beverage Suppliers.
11. Utilizes cost control procedures to avoid unwarranted Food Service operating costs and to stay within budgeted funds;
13. Initiates requests for vending and Comet Cafe' equipment repairs or replacement;
14. Implements security measures to prevent vandalism and theft; performs School Safety tasks.
15. Maintains the required hours of Professional Standards for School Nutrition Professionals.
16. Provides the set up of food, beverages and supplies for Meetings, Catering and Board events.
17. Assists with bag lunches for field trips, testing and student events.
18. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

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

EVALUATION:

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