



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 – (951) 765-5100

Cafeteria Manager I

JOB SUMMARY

Personnel in this position manage a school cafeteria with an enrollment of 1,199 or less. Under supervision, oversee the receiving, storing, preparing, selling, and serving of foods in a school cafeteria in accordance with prescribed menus, established procedures, and safe food-handling practices; maintain food service facilities and equipment in a clean, sanitary, and orderly condition, and do other related work as may be necessary.

ESSENTIAL FUNCTIONS

- Assist in the planning, receiving, storing, preparing, selling, and serving of hot and cold food items in accordance with prescribed menus, established procedures, and safe food-handling practices.
- Ensure the distribution of safe food by practicing established safe food-handling techniques and procedures.
- Assure compliance with safety and sanitary regulations. Assure proper cleanliness and maintenance of equipment and small wares.
- Perform cashiering duties to include operating point-of-sale terminals, collecting money, making correct change, keeping records and determining daily sales.
- Operate a variety of equipment, utensils, and machines used in school cafeterias including, but not limited to, commercial ovens, rethermalization units, food warmers, microwave ovens and steamers.
- Wash dishes, utensils, pots and pans. Clean, rinse and sanitize countertops and kitchen equipment. Periodically sweep and mop floors and clean hoods and filters.
- Perform simple maintenance.
- Monitor equipment and report unsafe, unsanitary conditions and malfunctioning equipment to a supervisor.
- Oversee the ordering, planning, receiving, storing, preparing, selling, and serving of hot and cold food items.
- Implement portion control and monitor student meals to ensure USDA compliance for a reimbursable meal.
- Operate point-of-sale terminals and/or computers.
- Prepare daily, weekly and monthly reports/documents and ensure their accuracy. Perform periodic food inventories.
- Maintain fixed asset and small wares inventories.
- Participate in the evaluation process.
- Attend monthly manager meetings and all other site administrator meetings concerning food services when necessary.
- Conduct safety training for cafeteria staff.
- Perform the main food preparation functions.
- Forecast planned meals. Calculate quantities of food and supplies needed.
- Order needed food and supplies in a timely manner.
- Receive food and supplies in accordance with established practices.
- Maintain all storage areas in an orderly and sanitary manner.
- Train and supervise cafeteria staff.

ESSENTIAL FUNCTIONS (continued)

- Monitor compliance of district collection procedures.
- Follow department's standard operating procedures.
- Comply with the District's code of ethics.
- Follow the district disaster plan when necessary.
- Develop and implement a student worker program.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Principles and methods of quantity food preparation, distribution, and storage.
- Institutional kitchen equipment and utensils.
- Safe food-handling practices and procedures in accordance with HACCP guidelines.
- Basic arithmetic, measures and record keeping.
- Work simplification methodology.
- Safe work practices
- Computers and program

ABILITY TO:

- Operate a variety of cafeteria and kitchen equipment, utensils, measuring devices and machines.
- Read and follow recipes.
- Count money, make change and operate or learn to operate a computerized cash register.
- Perform simple mathematical calculations, count money and make change with speed and accuracy.
- Complete assignments within the allotted time with minimal supervision
- Independently perform assigned responsibilities on own initiative without close supervision.
- Understand and use work simplification methods to maximize production
- Exhibit manual dexterity including the simultaneous use of both hands and arms.
- Work in a wide range of temperatures.
- Remain focused on tasks and maintain work pace.
- Accept new ideas and changes enthusiastically.
- Understand and follow written and oral instructions, including recipes, procedures and correspondence.
- Follow directions and prescribed work practices.
- Keep and maintain records
- Establish and maintain cooperative and effective working relationships with others.
- Be flexible to changing work schedules and patterns.
- Maintain good personal hygiene.
- Adhere to established dress code and district appearance standards.
- Support district standards and operating procedures
- Be punctual and maintain a good attendance record.
- Support team members.
- Maintain food safety (ServSafe) certification.
- Organize and perform multiple tasks.
- Effectively oversee and monitor the duties of the NSA I and NSA II.
- Interact positively with staff and parents.

EDUCATION

High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.

EXPERIENCE

Two (2) years of paid experience in a school or equivalent quantity food preparation facility preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

ServSafe Certificate or equivalent required. Valid California driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above.

Physical Demands: Stand, bend, & twist (up to continuously); reach, push, pull, look downward (frequently); walk, stoop, kneel (occasionally); squat, climb, operate foot controls (infrequently); lift/carry up to 55 pounds (frequently); grasp/manipulate food items/equipment (frequently); use seeing, hearing (continuously) and speaking (occasionally).

Working Conditions: Work indoors & outdoors, may travel to alternate sites. Exposure to: cold/heat from freezers, refrigerators and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, including but not limited to bleach and detergents; student noise and behaviors.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Bargaining unit position

December 2019