



Job Title: Cafeteria Manager

Reports to: Business Manager

Job Purpose: To direct all aspects of the preparation of food and beverages to the standards required by the School.

Duties:

- Operate the cafeteria within budget guidelines;
- Manage food service operations including staff supervision, food production, and sanitation;
- Maintain a working relationship with other employees and staff;
- Serve students, faculty & staff, parents, and guests;
- Perform tasks assigned with minimal supervision
- Accept responsibility for multiple tasks without supervision
- Follow a work schedule and plan ahead;
- Implement planned quality menus with high nutritional components;
- Receive, store, handle, prepare and serve food according to established standards;
- Assure that sanitation and safety practices comply with federal, state and local regulations;
- Maintain required system of accountability;
- Train, supervise, and evaluates staff according to established procedures;
- Promote student and faculty & staff satisfaction by serving meals in an attractive manner;
- Communicate concerns to appropriate supervisor about policies and procedures relating to all food service;
- Direct preparing and serving meals for special functions or activities;
- Manage program in accordance with all federal, state and local requirements;
- Attend training activities and/or meetings as required;
- Maintain a high standard of personal and general cleanliness and hygiene to comply with Health Department regulations and School expectations;
- Maintain daily production record of food, meal counts, and other required documentation;
- Occasionally, assist with special functions at the School which may be outside of normal working hours;
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible;
- Follow all school policies regarding equal opportunities, health and safety, safeguarding, and confidentiality etc. when undertaking the job; and,
- Perform any duties and responsibilities that are within the scope of employment, as requested

by the Headmaster and/or Business Manager.