

Trussville City Schools
Job Description

- POSITION TITLE:** Cafeteria Manager
- QUALIFICATIONS:** Graduation from a standard high school or equivalent; college degree and/or Level 3 SNA Certification desired
Minimum of 2 years' experience in school nutrition program
Completion of a managerial training class is desired
Knowledge of safety, sanitation, food preparation methods, and equipment used in the quantity preparation of foods
Ability to organize and supervise the work of others
Valid food handler's card/ServSafe certification and tuberculin test
Such alternatives to the above qualifications as the Trussville City Schools Board of Education may find appropriate and acceptable
- REPORTS TO:** CNP Coordinator
- SUPERVISES:** Local School Child Nutrition Personnel
- JOB GOAL:** To oversee and manage the local school food service operation. The job functions included nutrition and menu planning; program accountability; sanitation, safety, and security; equipment use and care; procurement; food production; food acceptability; service; financial management and recordkeeping; marketing; personnel management; and professional development. Partner with others in the local school, school district, and community to solicit support for the development of a sound nutrition food program while following federal, state, and local guidelines.
- EVALUATION:** Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Provides an atmosphere that ensures the purpose of the school nutrition program to "safeguard the health and well-being of the nation's children."
2. Ensures all meals served meet current nutritional standards and meal pattern requirements, including children with special diet needs.
3. Maintains nutrition integrity of the school nutrition program through implementation of Dietary Guidelines of America
4. Maintains integrity and accountability of the school nutrition program through compliance with all federal, state, and local regulations.
5. Ensures accountability of recorded documentation for compliance with federal, state and local regulations.

6. Provides an environment conducive to protecting the health and well-being of the school's children through high levels of sanitation standards.
7. Provides a safe environment for performance of work.
8. Provides leadership to ensure a secure work environment during an emergency or crisis.
9. Establishes administrative responsibility for all foodservice equipment through proper use and care.
10. Operates the school nutrition program to ensure that proper receiving procedures and storage techniques are followed.
11. Conducts the procurement process within the boundaries of federal, state, and local school purchasing guidelines to protect the integrity of the school nutrition program.
12. Applies management principles to establishing and maintaining high standards of control for quality food production and distribution.
13. Ensures the school nutrition program creditability through daily monitoring of food production procedures.
14. Maintains an operation that responds to students' food preferences.
15. Develops standards of excellence for providing and maintaining quality in the presentation and service of food.
16. Provides leadership to ensure school meals will be served in a pleasant facility and by a courteous staff.
17. Operates school nutrition program within established guidelines for a financial management system that provides a cost-effective program of high integrity
18. Organizes and manages the business functions of the school foodservice office to maintain an efficient and effective organization.
19. Provides leadership that promotes the school nutrition program and creates an interest in the role of the school nutrition program in the school and community.
20. Manages the school nutrition program staff according to all federal, state, and local district employment laws, policies, and regulations.
21. Communicates effectively with both supervisor and other employees.
22. Provides leadership that focuses on reorganizing, understanding, valuing, and effectively managing diversity for maximum productivity.
23. Integrates standards for evaluating employee performance into the overall management of the school nutrition program.
24. Provides leadership that sets high professional standards for the school nutrition program and employees.
25. Wears the appropriate uniform provided by the Trussville City Board of Education on a daily basis.
26. Assumes responsibility to perform any work that is assigned by the Superintendent, CNP Coordinator, or their designees.

Approved: Trussville City Board of Education, August 5, 2013