



SPRINGFIELD SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Café Manager – High School
Reports To: Nutrition Services Supervisor
FLSA Status: Non-Exempt

JOB SUMMARY

Coordinates and directs the work of high school nutrition services personnel in preparing nutritious and attractive meals for students and staff while maintaining a clean kitchen and cafeteria and observing all Health Department regulations to create a safe and healthy work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policies and procedures.
2. Knows and understands Federal guidelines for the Child Nutrition Program and ensures compliance.
3. Knows and follows all safety and sanitary rules and regulations related to food handling.
4. Implements school meal menus as created by the Nutrition Services Office.
5. Takes inventory, orders, receives and verifies supply deliveries and rotates into existing stock.
6. Supervises cooks and assists in the preparation of school meals, to include participating in the planning, cutting, cooking and preparation of food items according to the planned menu.
7. Ensures the quality and portion control of food served.
8. Ensures a safe and clean work area.
9. Checks freezers, refrigerators and dishwashers to ensure proper operating temperature is being maintained and sanitation standards are being upheld.
10. Operates kitchen equipment including dishwasher, slicer, mixer, etc. while maintaining sanitary specifications.
11. Schedules substitute cooks/kitchen personnel, as necessary.
12. Completes and reviews daily paper work, log(s) and forms in a timely manner and ensures accuracy.

13. Completes a high volume of computer work, to input a high volume of data with speed and accuracy, in an environment with frequent interruptions.
 14. Sets-up, cleans, and stores equipment used to serve food.
 15. Shuts off, breaks down, and sanitizes designated areas and items.
 16. Rotates and stocks food on delivery days or as needed.
 17. Counts and deposits money and ensures all meal reports, totals and records are maintained electronically and in printed format.
 18. Reports safety, sanitary and fire hazards immediately to supervisor.
 19. Maintains a high standard of personal cleanliness and proper grooming as per sanitation code.
 20. Professionally represents the school and the District in interactions with parents, community, staff and students.
 21. Maintains appropriate certifications and training hours as required.
 22. Complies with applicable District, state, local and federal laws, rules and regulations.
 23. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
 2. Attends staff meetings.
 3. Serves as back up for other kitchen personnel, as needed.
 4. Serves student lunches, as needed.
 5. Responds to requests for special food service needs.
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SUPERVISORY RESPONSIBILITIES

Provides supervision and directs the work of nutrition services personnel. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. Thorough working knowledge of Food Service work, including the ability to operate all kitchen equipment, or the equivalent to that gained in at least one year of experience. Previous experience

working in a food service position preferred. Prior supervisory experience preferred.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and motivate staff and students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to verbally respond to common inquiries from students and staff. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals and perform basic math skills involving monetary units. Ability to calculate rate, ratio, proportions, percentages, area, circumference, volume and read and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, word processing software and computer programs used by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including the ability to obtain a valid CPR/First Aid card and Oregon Food Handler Card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally taste or smell and climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The work environment is a school cafeteria/kitchen setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee may be exposed to a variety of conditions including: wet or humid, work near moving parts, toxic chemicals or fumes (cleaning supplies), airborne chemicals, extreme cold and extreme heat (freezers, ovens, dishwasher). The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared by: Oregon School Board Association, November 2012

I have read and understand this job description.

Signature: _____ Date: _____

Print Name: _____