

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: CAFETERIA/FOOD SERVICE MANAGER

QUALIFICATIONS:

- High School Diploma or Graduate Equivalency Diploma.

Ability to perform basic bookkeeping, accounting, and clerical duties.

Knowledge of principles of food management, nutrition, sanitation, and kitchen and cafeteria safety regulations.

Minimum to two (2) years experience in cafeteria food services.

Required criminal history background check

New Jersey residency required

PERFORMANCE RESPONSIBILITIES:

1. Supervises, instructs, and assists all kitchen and cafeteria personnel in the safe, clean, proper and efficient use of all kitchen equipment, appliances, and materials in the kitchen and cafeteria.
2. Prepares daily and weekly school meals and meal schedules with menus to standards set forth by appropriate state/federal agencies and the district food services division.
3. Processes all delivery receivables, money receipts, bank deposits, payroll accounts, daily sales, as directed.
4. Completes all data charts, written reports, forms, and records for the appropriate state/federal agencies and as directed by local reporting policies.
5. Assists other school management personnel in the identification, distribution, and implementation of the lunch ticket applications and implements the ticket program.
6. Requisitions food stuffs and verifies receipt of all food shipments for the kitchen and cafeteria.

7. Assists in the delivery and shelving of all kitchen and cafeteria food requisitions and is responsible for all ration, consumption, inventory, security and distribution of such.
8. Supervises the daily cleaning of all equipment, appliances, utensils, dinnerware in the kitchen and service areas of the cafeteria.
9. Assists other supervisory personnel in the assessment and evaluation of staff members in the kitchen and cafeteria.
10. Conducts periodic surveys and assessments of the services and menus provided by the cafeteria.
11. Attends training seminars, workshops, and sessions involved with the school lunch and nutrition program as suggested by various agencies or the district.
12. Performs other duties, tasks, and responsibilities as assigned by the Business Administrator.

TERMS OF EMPLOYMENT: Approved annually.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified staff.

Revised: Dec. 17, 2019

Employee Signature