

CAFETERIA MANAGER

NATURE OF WORK IN THIS CLASS:

Supervises the overall operation of a large cafeteria or similar institution.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in preparing, cooking and serving meals for both regular and special diets.

Ensures that nutritional, sanitation, and safety standards are followed and maintained.

Directs the storage of supplies, equipment, and kitchen utensils and ensures they are maintained and available for work; orders supplies, tools and equipment as needed.

Formulates menus; estimates the cost and the amount of food needed for each meal in accordance with prescribed menus and recipes and the number of persons to be served.

Assists in food preparation including serving line work during peak periods.

Assists in maintaining student discipline on the serving line and in the dining room.

Assists principals and teachers in the instruction phases of the lunchroom program.

Ability to apply and enforce safe and sanitary work practices on the job.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of food service management, including food values and cost.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes to enforce improvements.

Ability to prepare wholesome and palatable meals with a minimum waste.

Ability to plan menus and estimate food requirements in accordance with prescribed menus and recipes and the number of persons to be served.

Ability to work long hours while standing in rooms of high temperatures.

Ability to apply and enforce safe and sanitary work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the cooking trade.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of experience as a cook in a large cafeteria or similar institution and one year of supervisory experience; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid health certificate from the Department of Public Health and Social Services.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission