

# DIOCESE OF SACRAMENTO JOB DESCRIPTION

<b>DEPARTMENT:</b> Catholic School Department
<b>POSITION:</b> Cafeteria Manager
<b>CLASSIFICATION:</b> Non-Exempt
<b>SCHEDULE:</b>

**REPORTS TO:** Principal

**Definition:**

Under direction to supervise the operation of a senior high school cafeteria; to plan, prepare, cook and serve meals; to prepare a la carte menus for students and faculty population typical of a senior high school; to purchase foodstuffs and supplies according to needs.

**Position Characteristics:**

Positions in this class are responsible for the operation of the cafeteria in senior high schools.

**Examples of Duties:**

Plan, assign, supervise and perform work in the preparation and serving of hot lunches to students and teachers; set standards of efficiency and sanitation in food preparation; plan and write menus; figure factor count for nutritional requirements and unit cost of meals; prepare and cook the main hot dish; perform or supervise the preparation of salads, sandwiches, desserts, and baked goods; estimate needed quantities; purchase, receive and check foodstuffs and supplies; check invoices for quantity received and unit cost; check monthly statements for receipt of invoices listed; contact vendors for necessary adjustments; approve and initials invoices and statements for reconciliation and payment; arrange and supervise proper storage of food and supplies; maintain inventory of stock; supervise and personally clean kitchen, kitchen equipment, and eating utensils; make oral and written reports; outline daily duties and work schedules of kitchen staff; assist and instruct new personnel in methods and procedures of tasks assigned; supervise student helpers; work with custodial staff in maintenance and operation of the kitchen and equipment; cooperate with teachers and other groups in the use of cafeteria facilities for special luncheon and events; and perform related duties as required.

**Minimum Qualifications:**

**Knowledge of:** Principles and methods of planning and preparing nourishing and appetizing meals for large groups of students; proper and sanitary methods of preparing, cooking, serving, and storing foods and of the problems in managing a cafeteria; basic kitchen machines and utensils.

**Ability to:** Plan menus affording a varied and properly balanced diets; prepare and cook food fitted to the needs of students; estimate quantities needed and order correct amounts for economical food service; supervise, work with, and instruct a staff of helpers; deal effectively with vendors and work cooperatively with others; operate common mechanical appliances found in a cafeteria; keep records and prepare reports; follow oral and written directions.

**Experience:** Two years as a food service assistant.

**Education:** Equivalent to graduation from high school.