

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: School Cafeteria Manager	Department: Child Nutrition
Immediate Supervisor's Position Title: Supervisor of Child Nutrition	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Food Service
General Summary of Purpose Of Job: The School Cafeteria Manager is a lead worker responsible for coordinating and overseeing all operational aspects of a complex, high-volume school food service program. As a senior member of the Child Nutrition team, this role provides work direction, guidance, and expertise to staff, ensuring the preparation of nutritious, appealing meals and the consistent adherence to safety and sanitation standards. The manager is also responsible for managing financial records, inventory, and administrative tasks, fostering a collaborative work environment, and serving as a central point of communication for the cafeteria.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Lead and coordinate the activities of Child Nutrition staff, providing work direction and guidance to accomplish food preparation and service tasks.
2.	Provide on-the-job training and mentorship to staff, assisting them with work assignments and procedures.
3.	Determine quantity and type of food to prepare, adjusting standardized recipes and portion sizes for a large student population.
4.	Oversee all daily financial transactions, including reconciling daily monetary transactions, bank deposits, and cash drawers per departmental policy.
5.	Administer and maintain accurate daily records for financial transactions, inventories, meal production counts, and other required operational reports.
6.	Develop daily work schedules and outline specific duties to ensure all multiple menu components, including ala care and main line items, are ready for meal service on time.
	Make decisions regarding food quality control, evaluating food for flavor, appearance, and temperature to ensure items are acceptable to students and staff.
7.	Ensure food is prepared and served according to all federal, state, and local regulations, providing guidance to staff on safety, sanitation, and food handling protocols.
8.	Maintain high standards of safety and sanitation in the work environment, ensuring that staff follow all required procedures in the kitchen and serving areas.
9.	Order all food, supplies, and equipment for the cafeteria to cover planned menus and operational needs.
10.	Effectively communicate all aspects of the food service operations to the kitchen staff, other school departments, and district administration.
11.	Collaborate with staff to maintain a harmonious work environment, mediating minor conflicts and elevating unresolved issues to the appropriate channels.
12.	Ensure all staff uphold policies regarding student and financial confidentiality.

13.	Lead by example in the daily performance of cafeteria duties, including food preparation, serving, setup, and cleanup, as needed.
14.	Assist in the care and maintenance of equipment, providing instruction to staff on proper use and overseeing repairs.
15.	Perform other duties as assigned, contributing to the overall success of the food service program.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum three (3) years of experience working in a production or institutional food service operation, OR a combination of education, training and/or experience in the area of nutrition or food preparation for 100 or more, totaling (4) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:
None required.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:
A Minnesota Safe Serve Certificate within 90 days of acceptance of position

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge • Preparation and care of large quantities of food. • Policies and procedures pertaining to food service programs. • Basic and intermediate mathematics for measuring conversions. • Safety and sanitary operation of kitchen equipment. • Basic recordkeeping, accounting principles, and inventory management. Skills • Advanced culinary skills for preparing a variety of food products in a multi-station cafeteria. • Effective written and verbal communication. • Conflict resolution and excellent interpersonal skills. • Basic computer skills. • Keeping accurate records and making reports. • Proficiency in using basic computer and software applications. Abilities • Organize and prioritize work based on production needs. • Coordinate staff activities and direct the preparation of a variety of products simultaneously. • Work under pressure and in a fast-paced environment. • Make effective, quick decisions. • Interpret, explain, and apply written and oral instructions and regulations.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell				√
Lift & Carry:				√
Up to 10 lbs.				
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements				√
Close Vision (20 in. of less)				√
Distance Vision (20 ft. of more)				√
Color Vision				
Depth Perception	√			
Peripheral Vision	√			

General Environmental Conditions:

Work is constantly performed in wet or humid (non-weather) conditions such as dish room areas; near moving mechanical parts, such as slicers and choppers; and, in the extreme heat of an operational kitchen. Frequently, work is performed where there is a risk of electrical shock in wet areas where there is also (grounded) electrical equipment. Occasionally, work is performed in extreme cold, such as in freezers; and, where fumes or airborne particles, such as oven sprays, are present. The typical noise level is considered to be loud.

General Physical Conditions:**Work can be generally characterized as:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 7/2025

Board Approval:

Reviewed/updated:

Reviewed/updated:

