



FOOD AND NUTRITION SERVICES CAFETERIA MANAGER I - II

SUMMARY/SCOPE/GOAL

To effectively supervise a staff to prepare and serve nutritious food in a safe and sanitary setting. Prepare and maintain necessary records and reports to comply with Federal, State, and District requirements.

QUALIFICATIONS

CAFETERIA MANAGER I:

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School Diploma or equivalent required.
- Practical experience in the preparation and service of foods to large groups of people.
- Successful completion of the following courses or equivalent:
 - Introduction to Brevard School Food Services.
 - Equipment Use and Care.
 - Quantity Food Preparation.
 - Organization and Management.
 - Nutrition (must be completed within one year of appointment to position).

PREFERRED/DESIRED:

- One (1) year of supervisory experience

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License
- ServSafe Certified thru the National Restaurant Association (must be completed within one year of appointment to position).

PREFERRED/DESIRED:

CAFETERIA MANAGER II:

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School Diploma or equivalent required.
- Practical experience in the preparation and service of foods to large groups of people.
- Successful completion of the following courses or equivalent:
 - Introduction to Brevard School Food Services.
 - Equipment Use and Care.
 - Quantity Food Preparation.
 - Organization and Management.
 - Nutrition (must be completed within one year of appointment to position).

PREFERRED/DESIRED:

- Two (2) years of supervisory experience

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CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License
- ServSafe Certified thru the National Restaurant Association (must be completed within one year of appointment to position).

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Interview applicants and make recommendations for the employment of food service personnel; supervise the training of new personnel; plan, assign, supervise, and inspect the work of subordinates; evaluate the efficiency of subordinates and make recommendations for promotions and/or disciplinary action when necessary and as provided through performance evaluation.
2. Plan menus to meet the needs of children based on sound principles of nutrition, available food, inventory control, cost control, appeal and available equipment and facilities. Calculate requirements and purchase food and non-food supplies to meet these requirements by utilizing buying guides, specifications and market and bid prices. Supervise food preparation, portion control and serving procedures.
3. Recommend the purchase of new equipment; requisition needed repair and maintenance work through the principal and supervise the care and use of equipment.
4. Responsible for sanitation in all areas such as personal cleanliness of employees, food handling, storage of food, preparation of food, and general clean up and sanitation.
5. Prepare daily, weekly, and monthly reports and maintain accurate records such as: quantity planning work sheets; market order sheets; menus and daily records of amounts served; inventories of purchased food, non-food supplies, and USDA commodities; daily accounting records, weekly, monthly reports, and other records as may be required. Maintain and submit all such records and reports in an accurate and timely manner.
6. Assist all other personnel areas as needed to ensure that standards of performance are maintained and that the objectives of the program are achieved. Assist in preparation, service and clean up as required.
7. Supervise overall kitchen operation including scheduling, food preparation, serving and clean up.

ADDITIONAL FUNCTIONS: CAFETERIA MANAGER II:

8. Supervise large kitchen operation that serves an average meal equivalent above 1000 meals in an elementary school or an average meal equivalent above 650 meals in a secondary school.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and

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performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Considerable knowledge of the planning, preparation, and service of a large variety of foods and the equipment and methods used in such preparation and service; thorough knowledge of food values and nutrition; health, sanitary and safety practices; the purchase and storage of food and non-food supplies. Ability to plan economical, nutritious, and attractive meals which appeal to school age children; train and supervise subordinates; establish and maintain a favorable working relationship with vendors, teaching and other school and county- level personnel, subordinates, and other persons in contact with the cafeteria; maintain accurate and timely reports and prepare a limited variety of required reports; ability to maintain a working inventory and make cash deposits.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use or maintain commercial kitchen equipment or light machinery such as mixers, blenders, choppers, slicers, food warmers, steam tables, ovens, stove tops, gas burners, commercial freezers, etc. Point of Sale (POS) systems, Inventory Management, Menu systems, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level. Exposure to elevated temperatures and mechanical hazards. Tasting and smelling frequently.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

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TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Food and Nutrition Services
TITLE CODE:	O5515 (10 Mos.) O5511 (12 Mos.)	CONTENT BY:	Director – Food Services
GRADE:	9, 11	COMPENSATION:	Human Resources
UNIT:	NB (Non-Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	6/12/2001	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 10 Mos. or 12 Mos. Varies per assignment		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/15/2000	Developed	
1.1	5/24/2000	Initial Release	
1.2	6/12/2001	Revised	
1.3	3/1/2021	New Format	Ellie Kelly – Human Resources
1.4	12/17/2021	Remove special diploma, physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
1.5	4/29/22	Title change, update to align with recent changes to cafeteria staff positions.	Kevin Thornton – Director, Food and Nutrition

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.