

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

<b>JOB TITLE:</b>	Cafeteria Manager/Elementary	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Division Supervisor/ Principal	<b>PAY GRADE:</b>	<b>331</b>
<b>SCHOOL/DEPT:</b>	Assigned Campuses Food & Nutritional Services (FANS)	<b>DATE REVISED:</b>	1/13/09

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**PRIMARY PURPOSE:**

Responsible for the supervision, training, and management of the campus food service operation on site. Ensure that appropriate quantities of food are prepared and served. Meet requirements set forth in the Child Nutrition Program, as well as, local, state and federal regulations.

**QUALIFICATIONS:**

**Education/Certification:**

- High school diploma or equivalent
- Completion of Manager's Trainee Class
- Completion of a credited sanitation course and maintain certification
- TASN Level IV Certification
- Must take 16 hours of continuing education per year
- Driving record that is insurable by Plano ISD's insurance carrier

**Special Knowledge/Skills:**

- a) Kitchen equipment
- b) Office equipment
- c) Computer Applications
- Ability to communicate both orally and written
- Deal with all people in a courteous manner
- Effective planning and organizational skills
- Rating of meet expectations in all areas on last Auxiliary Performance Evaluation
- Less than five absences for this school year
- Willingness to execute written employment contract with Plano ISD

**Experience:**

One year of public school food service experience or three years of food service operation management

**MAJOR RESPONSIBILITIES AND DUTIES:**

Conduct operational management 55% and production management 45% of the workweek

Produce and maintain work schedules, and productions records. Direct task assignments within the local site to operate efficiently

Maintain food production that ensures the safety and quality of food per departmental guidelines and Plano Health Department requirements

Ensure that food items are stored in a safe and hazard free environment

Maintain all serving schedules, ensure that all food items are served per menu specifications in a safe and appropriate manner according to departmental guidelines

Maintain a sanitary environment following food service and Plano Health Department codes and regulations

Maintain accurate on-site reports of daily and monthly financial, production, and activity records

Manage employees at the school site, promoting employee growth, efficiency, morale, and teamwork

Maintain a safe and hazard-free working environment

Maintain logs on all maintenance required on equipment within the campus's food service department. Perform preventative maintenance check list. Justify replacement of existing equipment to meet needs of facility.

Implement Nutrition Advisory Council at Campus Site

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

**EQUIPMENT USED:**

Uses large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, ovens, dishwashers, food utility carts, and desktop computer

**SUPERVISORY RESPONSIBILITIES:**

- Supervise food service employees at the campus site
- Evaluate employee performance
- Responsible for training

**WORKING CONDITIONS:**

**Physical Demands:**

Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

**Mental Demands:**

- Work with frequent interruptions
- Maintain emotional control under stress
- Mentally alert, able to learn and apply new methods in all areas
- Is an initiator, makes suggestions for improvements
- Is not stuck in a rut, is flexible and willing to make changes

**Environment:**

Moderate exposure to extreme hot and/or cold temperatures; excessive humidity, dampness or chilling; excessive noise, intermittent; fumes, smoke, or gases; solvents (degreasing agents); grease and oils; work around machinery with moving parts; work around moving objects; work with hands in water

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor has the right to add or change duties at any time.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.