

Food Service/Cafeteria Manager

Position Summary

This person will assist in setup and serving of food from counters and steam tables. Duties will include cleaning and sanitizing equipment and work stations. This individual is responsible for communicating and reporting to the Food Services Coordinator, daily. This consists of supplies and items that need to be ordered. The general responsibilities of the position include those listed below, but may identify other responsibilities of the position.

General Responsibilities

- Picks up food at High Point or other locations and delivers it to the school, daily.
- Reads recipes and/or product directions.
- Estimates food requirements and maintains a log of temperatures at the time of receiving food, arrival back at the premises, and at the time of serving.
- Operates a variety of kitchen utensils to weigh, measure, mix, wash, peel, cut, grind, stir, strain, season and knead foodstuffs for cooking, serving and storing.
- Assists in the preparation of hot and/or cold foods, and properly stores food, utilizing knowledge of temperature requirements and spoilage.
- Inspects workstations for compliance with service standards.
- Keeps records and requisition for supplies/equipment as needed. This is to be submitted to the Food Services Coordinator, daily or as needed.
- Cleans and sanitizes workstations and equipment following all client and regulatory rules and procedures.
- Provides general stocking duties in the service area.
- Serves and replenishes food from counters and steam tables and breaks down stations at the end of meal periods. After the last lunch is complete this person is responsible for preparing breakfast for the next school day.
- May be required to restock other beverage areas.
- Attends all allergy and foodborne illness in-service training.
- Complies with all company safety and risk management policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as designated
- May perform other duties and responsibilities as assigned.

Qualifications & Requirements

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shifts on time with satisfactory regularity.
- Must also maintain good communication

