# Cafeteria Manager Job Description

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sacred Heart Catholic School La Grange, TX

**Ministerial Character**

Catholic schools in the Diocese of Austin are canonically obedient to the Bishop and assist him in fulfilling his ministry and canonical obligations.  Pastors, presidents, and principals serve as leaders of the schools to make Christ's mission present and enduring in the schools.  In order to fulfill Christ's mission, the school leaders employ suitable, chosen collaborators, sharing with them Christ's mission and entrusting to them various responsibilities.

Positions employed in this School help extend the ministry of the School leaders in particular ways as outlined in the job description.  The employee in this position is closely connected to and assists the School leaders in the performance of their ministry and, therefore, engages in ministry for the Church.

**Job summary**

The Cafeteria Manager fulfills the mission of the Catholic school by managing the school cafeteria and lunch program within the framework of the school’s philosophy and organization. The Cafeteria Manager is responsible for coordinating and implementing the school’s food program within the guidelines established by the school. The Cafeteria Manager has decision making responsibilities within essential job functions in keeping with school policies. The position is hired and evaluated by the principal.

**Essential Job Functions**

* Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
* Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
* Maintains confidentiality regarding school matters
* Communicates effectively with students, parents, and other professionals
* Ensures that kitchen and serving area meet Texas State Health Department guidelines
* Maintains appropriate State of Texas food handler’s certification as required for state inspections
* Demonstrates general knowledge of cooking and ability to follow recipes and creates menus
* Prepare meals, serve meals, and maintain food for the serving line
* Maintains accurate records for cafeteria operations
* Makes daily reports available as requested
* Maintains stock of products that the cafeteria needs (food products, paper products, cleaning products, and dishwashing products)
* Maintains accurate inventory of food, supplies, and equipment and submits timely, cost-effective orders as needed
* Check-in orders when delivered, check temperature of frozen foods, rotate products so that older is used first and put away new product to be used later
* Maintain weekly calibration and recording of thermometer for food prep
* Maintain weekly temperature check of recording of freezers and refrigerators
* Maintain weekly cleaning of the outside of refrigerators and freezers
* Maintain weekly cleaning of the inside of all refrigerators, including the milk refrigerator
* Maintain cleanliness cafeteria and dining area (disinfect: countertops-tables-chairs; sweep and mop floors; wipe down window sills-dry erase boards-walls-doors/door knobs-light switches; wash, dry, and put away kitchen and workroom towels; and any other things that need attention)
* Launder in cafeteria washing machine and dryer the mop heads and dust mops for cafeteria, school, and center
* Vacuum out the intake/outtake (coils and grill area) of the refrigerators in August, December, and May
* Supervises cafeteria assistants
* Supervises students in the serving area with regard to safety and behavior
* Maintains current and accurate lunch and bookkeeping records according to school
* Meets staff development guidelines as set forth by the Diocese/local administration
* Demonstrates professionalism in conduct, demeanor, and work habits
* Maintains a work schedule that maximizes availability to the school, students and staff
* Collaborates with peers to enhance the work environment
* Demonstrates a willingness to respond to individual student needs
* Ability to work well with students, parents, and colleagues in a school setting
* Ability to follow directions and handle multiple tasks

## Minimum qualifications

### Education/Certification

* High school diploma or equivalent
* Food Handlers certificate in the State of Texas
* Meets state and local health regulations, as required

### Experience

* None required

## Knowledge, abilities, and skills:

* Knowledge of the basic teachings of the Catholic Church
* Able to communicate effectively both orally and verbally
* Able to work well with others in the school community
* Skill in handling multiple tasks simultaneously
* Skill in organizing and relating information in an understandable format
* Skill in job appropriate technology
* Skill in critical thinking and planning

## Working Conditions:

* Required to work some nights and weekends
* Required to work a minimum of a full school day
* Required to manage high to moderate levels of stress
* Required to work in standard school cafeteria and kitchen conditions

## Mental/Physical Demands:

* Required to lift or carry lunchroom supplies, food orders, furniture, and equipment
* Required to maintain composure and avoid inappropriate displays of anger
* Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
* Required to perform repetitive physical tasks such as computer keyboarding, writing, and dishwashing
* Required to monitor students

## FLSA classification: Exempt X Non-exempt (hourly)

## School classification: \_\_\_ Full-time X Part-time

 \_\_\_\_\_Temporary \_\_\_\_\_Other/seasonal

## Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents.  I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties.  I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_