

**Enterprise Elementary School District
Job Description**

Job Title: Cafeteria Manager
Classified Position

Department: Business Services

Reports To: Food Service Director

Range: D

Prepared By: Human Resource Clerk

Prepared Date: June 12, 2003

Approved By: Board of Education

Approved Date: June 25, 2003

SUMMARY- Under supervision and general direction of the Food Service Director and the site Principal, will supervise the operation of a school cafeteria; plan, prepare, cook and serve meals; orders food and other supplies according to the needs of the operation. Responsible for accurate and timely reports as required. Responsible for inventory procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Other duties may be assigned.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have knowledge of operation of basic food preparation equipment; State and local sanitation regulations, and a good understanding of modern methods of food preparation and service. Cooks various types of foods; estimates food quantities needed; performs skilled cooking tasks; determines uses for leftover foods; keeps simple and necessary cafeteria records; arranges for proper storage of foods; serves food in a rapid and efficient manner; supervises and joins in the performance of cleaning the kitchen and equipment; outlines the daily duties and work schedules of kitchen help; performs other duties which reasonable relate to the above. Must be mature, friendly adult who can maintain cooperative and effective working relationships with fellow employees, students, faculty, and other staff members; a service-oriented, personable individual. District may require specialized training for related assignments.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED); or two years related experience in food service and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS - Ability to effectively present information and respond to questions from administrators, students, and all levels of staff.

MATHEMATICAL SKILLS - Must have knowledge of basic computer skills. Ability to collect and count cash accurately for the purpose of bank deposits. Basic knowledge of addition, subtraction, multiplication, decimals and fractions.

REASONING ABILITY - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions, including written and oral.

CERTIFICATES, LICENSES, REGISTRATIONS - Possess a valid California Driver's License. May be required to pass a State Certified food handling course.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; bend on a regular basis; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds using proper techniques. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

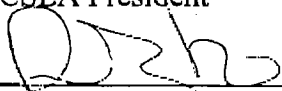
Knowledge of safe handling practices and procedures of cleaning compounds is required. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions; work in an environment where temperatures fluctuate from above normal to below normal room temperatures; may be exposed at each level for a duration of time. The noise level in the work environment is usually moderate to loud.



CSEA President

8-26-03

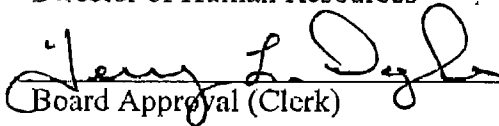
Date



Director of Human Resources

6/13/03

Date



Board Approval (Clerk)

6-25-03

Date