

Middletown, CT Job Description

Classification Title	Cafeteria Manager, Senior
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to oversee the preparation and service of meals to students and staff. Supervises staff and coordinate kitchen operations. The work is performed under the direction of the Director of Food Service/Transportation.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Prepares meals according to menus.
- Serves meals to students and staff.
- Cleans and sanitizes kitchen and other food service areas.
- Oversees the work of food service workers; provides workers. Provides instruction and training; plan training. Plans, assigns and reviews work; and maintains work. Maintains standards and; ensures compliance with all health and sanitation requirements.
- Prepares daily deposits and related paperwork. Prepares daily service sheets.
- Orders food and supplies; takes supplies. Takes and maintains inventory. Receives and stocks deliveries; rotates deliveries. Rotates foods according to requirements.
- Stocks juice and snack machines. Coordinates with vendors, Building Superintendent and school administrators regarding special events.
- Reconciles student accounts.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent and some food service experience. with vocational/technical training in Food Service or a related field with three years of food

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service experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Other

- Position requires Food Service Certification.

PREFERRED QUALIFICATIONS

College degree and management skills.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~• Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~• Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as menus, deposits, production sheets, inventory, purchase orders, recipes, procedures, guidelines and non-routine correspondence.~~
- ~~• Requires the ability to communicate orally and in writing with supervisor, students, Nutrition Specialist, vendors, principals, secretaries and the public.~~
- ~~• Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to supervise and evaluate employees
- Ability to Prioritize and assign work
- Knowledge in Training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Workwork independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments

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- ~~Ability to R~~ead, analyze, and interpret standards, policies, procedures, and regulations
- ~~Ability to D~~develop and write reports, policies, and correspondence
- ~~Ability to H~~andle common inquiries or complaints
- ~~Ability to E~~ffectively present information and respond to questions from students, faculty, staff, and visitors
- ~~Ability to A~~pply concepts such as fractions, percentages, ratios, and proportions to practical situations
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a cash register, all kitchen equipment, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as preparing meals.~~
- ~~Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling,~~

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~~crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, tastes, odors and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions 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.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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