

Middletown, CT Job Description

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

PURPOSE OF POSITION

The purpose of this position is to prepare and serve meals for students and staff and to 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 instruction and training; plans, assigns and reviews work; and maintains standards;~~ Maintains standards. ~~e~~Ensures compliance with all health and sanitation requirements.
- Prepares daily deposits and related paperwork. Prepares daily service sheets.
- Orders food and supplies. ~~;~~ takes and maintains inventory. ~~;~~ Receives and stocks deliveries. Rotates foods according to requirements.
- Stocks juice and snack machines.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with vocational/technical training in Food Service or a related field with three years of food service experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Other

- Position requires Food Service Certification.

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PREFERRED QUALIFICATIONS

Training in Food Service or related field and at least three years of food service experience.

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.~~ Ability to properly utilize kitchen equipment
- ~~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 Pprioritize and assign work
- Knowledge in ~~T~~training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors

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- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Follow oral and written instructions and procedures
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Rreason/analyze; use logic to identify and resolve problems
- Ability to Eestablish 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 Satisfy 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, 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.~~

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Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

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.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

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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