

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – CAFETERIA MANAGER / COOK III

Qualifications: High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as required. 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.

- Ability to get along with people.
- Ability to read, write, compute, communicate, and follow written and oral instructions.
- Ability to keep records, make reports, and direct personnel.
- Ability to prepare requisitions for supplies, order equipment and repairs.
- Must be able to meet all health requirements.
- Must be well groomed, neat and clean.
- Must be physically and mentally alert.
- Must possess a valid West Virginia food handler’s permit.

Cafeteria Manager means a person employed to direct the operation of a food services program in a school, including assigning duties to employees, approving requisitions for supplies and repairs, keeping inventories, inspecting areas to maintain high standards of sanitation, preparing financial reports and keeping records pertinent to food services of a school. (Pursuant to WV Code §18A-4-8)

Immediate Supervisor: Principal and/or Assistant Principal and/or Director of Child Nutrition

FLSA Status: Non-Exempt

Evaluation: Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

Term of Employment: 200 Days

Salary: Pursuant to WV Code §18A-4-8a
Pleasants County Schools Salary Scale
Commensurate with Experience and Education Level

Expectations / Duties and Responsibilities:

- Prepare and serve meals, make reports, prepare requisitions for supplies, order equipment and repairs for the food service program.
- Display leadership and support in all areas of responsibility.
- Establish and implement an improvement process for all areas of responsibility.
- Maintain good public, employee, and student relations.
- Maintain positive work habits.
- Maintain and upgrade culinary skills.
- Perform duties efficiently and productively.

- Maintain accurate perpetual inventories of food, supplies and equipment.
- Manage the assigned school food service program.
- Order all food and supplies.
- Produce and implement menus in full conformance with all local, state, and federal requirements.
- Follow recipes, prepare meals, determines that the finished product is of the best possible quality both in flavor and appearance before it is served, and maintains daily production records/reports and other records as required.
- Practice proper care of equipment and maintain sanitary conditions in the foods area.
- Assign other kitchen employees and maintain accurate time records.
- Supervises and instructs kitchen personnel.
- Maintains the highest standards of safety and cleanliness in the food service operation.
- Checks deliveries into the kitchen for completeness and acceptability, returns unacceptable products tracking credits and billings for accuracy.
- Demonstrates a positive attitude.
- Reacts appropriately to constructive criticism.
- Promotes exchange of ideas with fellow workers.
- Shows respect for fellow workers and students.
- Maintains a good attendance record.
- Keeps work area neat/engages in good safety practices.
- Follows instructions.
- Operates and cares for equipment/property appropriately.
- Complies with policies and regulations.
- Participates in staff development activities and professional growth opportunities in a meaningful manner.
- Provides requested or relevant information to his/her supervisor.
- Maintains a positive relationship with other school personnel, parents, students, and patrons.
- Accentuates the positive in programs, activities, and persons.
- Protects confidential matters regarding students.
- Demonstrates knowledge pertaining to food preparation processes, procedures, and skills.
- Demonstrates knowledge of employee relations and supervisory skills.
- Plans and organizes effectively.
- Schedules and coordinates efficiently.
- Exercises good judgment and decision making skills.
- Assumes overall responsibility for the school food service program under the direction of the principal.
- Insures that applicable federal, state, and county Child Nutrition policies and guidelines are met.
- Plans menus as required by the principal or county Director of School Services.
- Oversees the preparation of meals.
- Insures that facilities, equipment, furniture, and utensils are kept orderly and sanitary.
- Reports or causes to be reported to the principal malfunctions of equipment, requesting maintenance service as needed.
- Reports spoilage or theft of foods to the principal immediately.
- Keeps the principal informed regarding the program operation.
- Distributes the work load equitably among staff members.
- Facilitates program effectiveness and fiscal efficiency by maximally utilizing USDA foods, requiring preparations from basic ingredients, and planning for optimum baking activities.
- Prepares and keeps or causes to be kept accurate inventory records of equipment, foods on hand, and foods served.
- Prepares daily production records, maintaining these for at least the three previous school years plus the current one.
- Prepares or causes to be prepared and submits orders for food and supplies under the direction of the

principal.

- Verifies receipt of all orders prior to payment of the invoices using such procedures as may be specified.
- Keeps or causes to be kept an accurate daily record of the number of meals served and the amount of milk sold.
- Assists with the preparation of meals.
- Assists with various other duties of cook II.
- Reports to work clean, well-groomed, and wearing acceptable apparel as may be specified which shall be conducive to safety and sanitary conditions.
- Assists with the implementation of Board policies and applicable rules and regulations.
- Prepares required reports accurately and punctually.
- Promotes the food service program within the school and community at large.

Physical Demands:

The physical demands described 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 reach, walk, climb, lift heavy objects, pull, push, grasp, use commercial food service equipment, talk, hear, see and use repetitive motions. The employee is required to exert moderate physical effort and stand continuously. While performing the duties of this job, the employee may frequently lift and/or move at least 40-60 pounds of materials, food supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. The temperature in a school kitchen can range from below 32°F in a walk-in freezer to 100°F or above near the ovens, stove, and dishwasher. Temperatures can exceed 400°F while operating ovens. The work floor surface, by the nature of this job, will be wet and slippery periodically throughout the day. Therefore, shoes with nonskid soles are recommended. The noise level in the work environment is moderate loud to loud (70-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal / Assistant Principal and/or Director of Child Nutrition

Amended: December 6, 2016