



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

---

### JOB DESCRIPTION

**JOB TITLE:** Cafeteria Manager

**Supervisor:** Principal/Dir. of Child Nutrition

#### **Qualifications:**

- High School Diploma or GED
- Hold or qualify for Cook Classification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

#### **WV Code 18A-4-8**

Cafeteria manager: 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.

#### **PERFORMANCE STANDARDS**

- Responsible for planning, directing and controlling the development of the school food service program on a sound, nutritional, educational and financial basis.
- Responsible for producing nutritious, appealing meals served in a pleasant atmosphere.
- Responsible to operate an efficient food service program with minimum of supervision.
- Ability to get along with others, alert to the needs and feelings of subordinates, open to suggestions for improvement and maintains a pleasant disposition.
- Operate equipment, maintain inventory and records through use of computer programs.
- Inspect and maintain equipment and request proper maintenance, when needed.
- Ensure a safe work environment.

#### **Maintaining positive work habits**

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.

4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

#### Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

#### Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

#### **Duties/Responsibilities:**

1. Assists in preparing meals that meet nutritional standards set by WVDE/USDA considering food patterns of different ages of students, and maintain a work pace that will produce meals on time.
2. Washes trays, pots, pans and utensils; sweeps and mops kitchen and storage areas.
3. Cleans all equipment used in preparing and serving meals.
4. Serves food to students and faculty.
5. Assist in taking inventory of food and supplies, assist in recording daily meal production reports.
6. Restock storage areas with merchandise as it is received.
7. Assist in receiving merchandise, checking quality, freshness and temperature requirement.
8. Help Maintain proper food temperature for optimum safety as established by local health regulatory agency.
9. Must be knowledgeable of and correctly use the mixer, convection oven, slicer, steam equipment, food processor, dishwasher, disposal, warmer, tilt skillet, and range.
10. Responsible for safe proper equipment use, care, cleanliness, and reporting needed repairs.
11. Maintain strict personal hygiene practices and dress according to established county policies and local health regulations.
12. Maintain daily flow of communication between school and county office via internet/Email in case of emergency food alert recalls, delivery changes, shortages, substitutions, etc.
13. Must portray positive work habits, good decision making and verbal/written communication skills.
14. Must be able to perform duties with little supervision.
15. Utilize USDA resource materials, i.e., Good Buying Guide & Recipe Books, when completing tasks in Child Nutrition Programs.
16. Must participate in food service training as directed and planned by Staff Development Director and/or Child Nutrition Coordinator.
17. Must be able to lift containers and cases of food weighing a minimum of fifty (50) pounds using proper lifting techniques and safe work habits.
18. Must be knowledgeable and assist in preparing quality and safe meals that are adapted for special needs students.
18. Performs other related tasks as assigned by supervisor.