



Position Type: Cafeteria Director

Job Description:

- Establish, Supervise, and Prepare Daily Lunch
 - Retrieve lunch count from RenWeb and determine number of lunches to prepare.
 - Lock and unlock all equipment, cabinets, storeroom(s), and any other necessities to prepare cafeteria and/or lunch for the day.
 - Set up front serving line, salad bar line, cashier's point of sale computer, silverware/lunch tray cart, and cafeteria tables.
 - Set up back serving line with dishes, cups, breads, and all other food items to fulfill daily menu.
 - Turn on entrée and dessert serving line and replenish as needed.
 - Supervise and assist in preparing lunch, salad bar, desserts, fruit, and any other food items on the menu
 - Supervise and assist daily clean up. Count all remaining food, drinks, etc. and record on daily transaction sheets.
- Compile lunch menu monthly and in accordance with Lenten obligations.
- Coordinate specials lunches, compile master list of orders, and send master list to the classrooms.
- Maintain organized and accurate records on a daily, monthly, and annual basis.
- Record and maintain daily and monthly temperature chart(s).
- Potential food service responsibilities for special events outside of school hours.
- Staff and work Oktoberfest.
- Maintain menus that are aligned to preschool regulations.
- Responsible for preparation and processing of weekly orders (cafeteria, preschool, aftercare, and extended day program).
- Shop for any/all food items and supplies as needed.
- Supervise and train all food service personnel.
- Supervise and submit bi-weekly time sheets to business manager.
- Collaborate with all necessary employees to maintain and direct all food service responsibilities.
- Any other supervisory duties as assigned by the Principal and/or Business Manager.

Experience:

- Must have experience in Food Service.

Qualifications & Abilities:

- Ability to use email and software to maintain all necessary paperwork and records (e.g. Gmail, word, excel, etc.)
- Ability to communicate both written and oral
- Ability to complete daily reconciliation and make accurate arithmetic calculations.
- Develop and maintain budget.
- Analyze situations accurately and utilize problem-solving skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Must obtain or possess a Food Manager License from the Board of Health.
- Assure compliance with safety regulations (e.g. Health Department) Plan and organize work.
- Meet schedule and time lines.
- Establish and maintain working relationships with colleagues.
- Work independently with minimal supervision.
- Ability to lift, stretch, bend, squat, climb and other manipulations needed to perform work.
- Perform work while standing, sitting, and/or walking.
- Manipulate hands to grasp.