

**WAYNE COUNTY SCHOOLS
JOB DESCRIPTION**

- Position:** Cafeteria Manager
- Evaluated by:** Building Principal/Assistant Principal
- Job Description:** The Cafeteria Manager is responsible for the successful implementation of the nutrition program at the school.
- Qualifications:** Holds a high school diploma or TASC.
Holds "Cook" classification.

Minimum Physical requirements:

1. **Able to lift containers, cases, etc., which weigh up to 10 lbs. on a daily basis and 10-20 lbs. frequently, and 20-50 lbs. occasionally with assistance.**
2. **Ability to work in unusual or extreme elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.**
3. **Ability to stand or walk for more than 6 hours per day.**
4. **Ability to work from step stools or ladders.**
5. **Physical demands include stooping and crouching.**

Length of Employment: 200 Days

Responsibilities: The Cafeteria Manager shall have the following responsibilities and duties:

1. To order and stock food and related supplies.
2. To maintain inventory control of supplies to comply with county menus.
3. To maintain all necessary records and requests to facilitate the operation of the nutrition program.
4. To prepare and serve meals.
5. To schedule the responsibilities and duties of the other cooks in an equitable manner.
6. To complete and submit all requested reports and records in an accurate and timely fashion.
7. To follow the prepared work schedule.
8. To assist with the cleaning of the kitchen, dishes, equipment and dining area.
9. To perform other duties as assigned by the principal and/or assistant principal.
10. To implement all established health and sanitation regulations.

Work Habits: The Cafeteria Manager shall exhibit the following work habits:

1. Maintains work habits that facilitate a positive work environment.
2. Displays knowledge within assigned area(s) of responsibility.
3. Maintains, completes and submits required reports in a timely fashion.
4. Maintains and/or upgrades skills within area(s) of responsibility.
5. Follows county rules and regulations.
6. Performs duties efficiently and productively.
7. Maintains a high quality of work.
8. Displays behaviors that enhance the development of students.

