

Job Description, Lunch Room Manager

412.01R9

The lunch room manager will be assigned, supervised, and evaluated by the superintendent of schools. His or her duties shall include, but not be limited to, the following:

- I. Planning own work and work of those assigned to the kitchen area.
- II. Preparing main dishes, sandwiches, vegetables, soup, salads, desserts, etc.
- III. Preparing special diet meals when designated.
- IV. Adjusting recipes to maintain quality and quantity control as determined by school lunch counts.
- V. Assisting in serving meals.
- VI. Developing and maintaining an adequate inventory of food, supplies, and equipment.
- VII. Maintaining personal hygiene and sanitary environment of the kitchen.
- VIII. Recruiting, supervising, and evaluating cafeteria personnel as directed by the superintendent of schools.
- IX. Directing and assisting other cafeteria workers in cleaning kitchen and kitchen equipment, and dining area.
- X. Developing and maintaining a cafeteria staff training program.
- XI. Maintaining a cooperative and harmonious working relationship with lunchroom personnel, teaching staff, students, and patrons.
- XII. Attending area and state conferences to remain current on methods of record keeping and on current acceptable school lunchroom practices. Encouraging kitchen staff to attend and participate in food service meetings.
- XIII. Working with the superintendent of schools in developing lunchroom budget and striving to operate within this budget.
- XIV. Following all state and federal standards for School Nutrition Programs.
- XV. Preparing local, state, and federal reports as necessary.
- XVI. Performing other tasks and duties as may be assigned.

- XVII. Minimum physical activities:
Having the ability to perform the physical activities and work in the environmental conditions as follows:
- A. Requires prolonged sitting or standing, and the use of equipment including electrical utensils and appliances and gas stove and oven.
 - B. Must occasionally work in noisy and crowded environments with numerous interruptions.
 - C. Requires stooping, bending, kneeling, turning, balancing, and reaching.
 - D. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- XIV. Minimum educational preparation requirements:
- A. High school diploma or equivalent. Cooking experience in a cafe or institutional setting preferred.
 - B. Attainment of certification for school food service personnel, including annual training.
 - C. Computer knowledge needed, as well as ability to navigate the Internet.
 - D. Must possess the ability to read, write, speak, and understand English well.