

**PENDLETON COUNTY SCHOOLS  
JOB DESCRIPTION**

**Cafeteria Manager**

**QUALIFICATIONS:**

1. High School Diploma or satisfactory completion of the GED Test.
2. Physically and mentally alert.
3. Ability to get along with people.
4. Ability to read, write, compute and communicate.
5. Must be able to pass all health requirements set up by the federal, state and county governments.
6. Ability to keep records, make reports and direct personnel.
7. Successfully pass the State Competency Test for Cook.

**REPORTS TO:**

Principal

**DUTIES:**

To assist in the implementation of the assigned school meal program.

**RESPONSIBILITIES:**

1. Ensures that all food is served at correct temperatures.
2. Manages time and economy of motion to ensure that all meals served are attractive and tasty to customers.
3. Displays leadership and support in all areas of responsibility.
4. Establishes and implements an improvement process for all areas of responsibility.
5. Establishes good public and employee relations in all areas of responsibility.
6. Maintains positive work habits.
7. Maintains and upgrades culinary skills.
8. Performs duties efficiently and productively.
9. Maintains accurate records.
10. Maintains accurate inventories of both purchased and USDA foods.
11. Manages the assigned school food service program.
12. Orders all supplies.
13. Interprets menus to ensure that WV Standards for Nutrition are being met (SBP 4321.1).
14. Follows recipes, prepare and serve meals at assigned work station.
15. Practices proper care of equipment and maintains sanitary conditions in the food area.
16. Assigns other kitchen employees and maintains accurate time records.
17. Trains new kitchen personnel.
18. Makes sure that all Federal, State and Health Regulations for Child Nutrition Programs are followed.
19. Performs other job related tasks as assigned by the Principal.
20. Attends workshops, college classes and training as needed to upgrade skills.