CABELL COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

Position Title: **CAFETERIA MANAGER –HIGH SCHOOL**

Reports To: **School Principal. May receive directives from the Food Service Coordinator**

Salary Schedule: **D10**

Employment Term: **200 Days**

Minimum Education, Knowledge, Skills or Abilities Required:

1. High school diploma or satisfactory completion of the GED or TASK test.
2. Successful completion of the WV State Competency Test for Cooks.
3. Must be able to pass all health requirements established by the federal, state, and county governments. Must have a current Food Handler's Card.
4. Ability to read, write, compute, and communicate.
5. Physically and mentally alert.
6. Ability to get along with others and work effectively as a member of a team. Be able to demonstrate good leadership skills by giving guidance, direction, or advice about kitchen tasks that need to be accomplished efficiently. Must demonstrate the ability to mediate and resolve small kitchen conflicts between cooks.

Minimum Physical Requirements:

1. Able to lift containers, cases, etc., which weight up to 10 lbs. constantly, 10–20 lbs. frequently, and 20–50 lbs. occasionally.
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.

Duties and Responsibilities:

1. Maintain and upgrade culinary skills.
2. Prepare food according to a planned menu.
3. Follow recipes, prepare and serve meals at assigned work station.
4. Practice proper care of equipment and maintain sanitary conditions in the food area.
5. Maintain good personal hygiene. Clean and neat in appearance.
6. Establish good public, employee, and student relations.
7. Maintain positive work habits including good attendance, and prompt reporting to work.
8. Perform duties efficiently and productively.
9. Wear approved uniforms.
10. Must participate in county sponsored Staff Development.
11. Maintain accurate records and inventories. Complete all required reports within mandated timelines. One extra hour will be required each day to prepare reports and maintain records. **This job will be eight hours each day. One extra hour per day will be paid by a supplemental payroll sheet.**
12. Assign and direct kitchen employees. Maintain accurate time records.
13. Perform other job related tasks as assigned by the Principal, and/or Food Service Coordinator.
14. May be asked to provide input by the principal on other cook's evaluations.