



Job Title: Cafeteria Manager

Reports To: Building Principal

Work Schedule: Per negotiated agreement

Position Purpose: The job of Cafeteria Worker was established for the purpose of providing support to the food service activities at the assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel and maintaining food service facilities in a safe and sanitary condition.

Organization Summary: Jesuit Academy is a comprehensive school addressing and demonstrating the appropriate intellectual, social, emotional, and spiritual development of students 4th – 8th grade. It promotes the development of knowledge in all core academic areas for all students with an emphasis on enrichment, individual work skills, and the importance of working together as a collaborative group. The teachers fulfill the mission of the Catholic school by providing an environment rooted in Gospel values and academic excellence.

Essential Functions:

- Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans linens, utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and staff.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality, and specifications of orders and/or coly with mandated health standards.
- Inventories food, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains records and reports for the purpose of keeping an accurate record of food used.
- Merchandises food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Performs functions of other nutritional service positions as requested by manager for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Receives food items and/or supplies and places them in designated areas utilizing temperature requirements and food spoilages guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Reports needed supplies and equipment malfunctions for the purpose of notifying the cafeteria manager of needed items and repair and/or replacement.



- Serves the appropriate number of food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personal.
- Supporting and upholding the philosophy of Catholic education and the mission of the school.
- Supporting and adhering to the Code of Conduct and policies and procedures of the school and Diocese.
- Attending and participating in Faculty Meetings, Diocesan Meetings, Professional Development Days, Faculty Committees, etc.

Skills, Knowledge & Ability:

- **SKILLS:** Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment such as telephone; and operating equipment found in a commercial kitchen.
- **KNOWLEDGE:** Required to perform basic math, read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety and sanitation practices and procedures; and quality food preparation and handling.
- **ABILITY:** Required to schedule activities; collect data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate.

Additional Duties:

- Performs other related tasks as assigned by the Principal and other school administrators

Responsibility:

- Working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

Working Environment

- The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; frequent stopping, kneeling, crouching and/or crawling; and significant fine dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under condition with some exposure to risk of injury and/or illness.



Employee Punctuality and Appearance:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.
- Any deviation from assigned hours must have prior approval from the principal.
- All employees are required to report to work dressed in a manner that reflects a positive image of Jesuit Academy and is appropriate for their position.

Terms of employment are contingent upon:

- A background check, which demonstrates background, is acceptable for the position sought and working with or around students.
- Verification of U.S. Citizenship or legal authorization to work in the United States.

Interested parties should send all inquiries to the attention of Glenn Mitchell, Principal, at HR@jesuitacademy.org or (402) 346-4464.