

ST. GERALD CATHOLIC CHURCH

JOB DESCRIPTION

POSITION: School Cafeteria Manager

FLSA STATUS: EXEMPT

REPORTS To: Principal

Type of Employment: Full-Time

GENERAL SUMMARY OF POSITION:

The School Cafeteria Manager is responsible for management of school cafeteria facilities, staff and volunteers, food preparation and service, inventory/ordering of food and supplies, collection and deposit of lunch payments, and assisting the Business Manager with the Free and Reduced lunch programs. This ministry position requires a person of faith committed to Gospel values who is helping the Church fulfill its mission and purpose.

ESSENTIAL JOB FUNCTIONS:

Employees of the Catholic Church are expected to conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Individuals' public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese of Omaha, such that can embarrass the Church or give rise to scandal. The following areas represent the major functions of the School Cafeteria Manager.

School Cafeteria Operations

- St. Gerald contracts with Westside Community Schools for lunch, so meals are delivered daily, not cooked on-site. Coordinate daily orders and supplies.
- Food preparation and meal service. Ensure compliance with applicable regulations and requirements for school lunch programs.
- Maintain inventory of supplies and coordinate orders, as needed.
- Supervise cafeteria staff. Coordinate and supervise cafeteria volunteers.
- Maintain safety, cleanliness and organization of cafeteria to ensure compliance with application regulations and requirements.
- Monitor status of cafeteria equipment and work with Facilities Manager to coordinate repair and/or replacement, as needed.

Administration

- Attend training and complete ongoing continuing education, as required, for Federal and State school lunch programs.
- Maintain records for meal service, as required for tracking student lunch accounts and for Free and Reduced lunch programs.

ST. GERALD CATHOLIC CHURCH

JOB DESCRIPTION

- Collect lunch payments and prepare bank deposits.
- Assist Business Manager with management of Free and Reduced lunch programs, including certifications, claims, and reviews.

KNOWLEDGE, SKILLS AND ABILITIES:

Training is available for areas listed below.

- Knowledge of regulations and requirements for management of school lunch programs.
- Knowledge of regulations and requirements for management of cafeteria facilities.
- Knowledge of operations of cafeteria equipment.
- Ability to maintain accurate records for inventory, meal service, lunch payments and account balances.
- Ability to work independently. Problem solving and project management skills required.
- Ability to direct and supervise staff and volunteers. Strong interpersonal skills required.
- Exhibit qualities of honesty, integrity and trustworthiness at all times.

EDUCATION AND EXPERIENCE:

- Training provided for Essential Job Functions and Knowledge areas listed above.
- Experience in food service and/or cafeteria management preferred.
- Experience in general business management preferred.
- Must have or complete Safe Environment Certification with background check, as required by the Archdiocese of Omaha.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so qualified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.