

Coosa County Schools Job Description

JOB TITLE: LUNCHROOM MANAGER

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Verified proof of three years experience in institutional or other food service organization requiring the preparation and planning of menus, large scale cooking, and preparation and serving large number of meals, OR
3. Verified proof of three years experience in Child Nutrition Program.
4. Able to obtain SERVSAFE certification within 12 months of employment.
5. Background clearance through FBI and ABI process.

REPORTS TO: CNP Director

JOB GOAL: To serve students attractive and nutritious meals at a reasonable cost in an atmosphere of efficiency, cleanliness, and friendliness.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Supervise and instruct lunchroom personnel in the safe, proper, and efficient use of all kitchen equipment.
3. Maintain the highest standards of safety and cleanliness in the lunchroom.
4. Plan nutritious school breakfast and lunch menus that meet the requirements set forth by the USDA.
5. Provide food according to standardized recipes.
6. Determine the quantities of each food to be prepared daily; read and interpret recipes and instructions.
7. Order all necessary food and supplies following guidelines established by state and local Boards of Education.
8. Receive and verify orders.
9. Maintain current USDA and purchased food inventory.
10. Report immediately to the Principal and CNP Director any problem or accident occurring in the lunchroom area.
11. Assist in evaluation of lunchroom personnel and confer with CNP Director on any personnel problems.
12. Maintain records and reports as required by the CNP.
13. Ensure HAACP policy is on file and in place in the cafeteria.
14. Supervise the preparation and serving of menus at the school.
15. Prepare after-school snacks.
16. Exhibit personal grooming and dress appropriate for food service.
17. Approve free and reduced meal applications and verify their accuracy.
18. Attend in-service meetings and training sessions as required.
19. Be familiar with and follow system policies.
20. Maintain proper and professional relationship with students, parents, other employees, and the public.

21. Maintain the confidentiality of information pertaining to students, staff, and school system.
22. Assume other job-related duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work a full shift and overtime if requested.
2. Knowledge of equipment and supplies in the Child Nutrition Program, foods and food management requirements, and USDA, HACCP, CNP regulations.
3. Ability to prepare and implement payroll procedures.
4. Ability to work with and supervise employees, scheduling workers for the most efficient production of time and resources.
5. Ability to read and follow written and oral directions; ability to do simple mathematics; ability to account for lunchroom funds as required.
6. Basic skills on computer; ability to organize, file and retrieve information as needed.
7. Ability to work with supervisors, teachers, students, and parents effectively.
8. Ability to follow and to pass required sanitation standards and training.
9. Ability to think logically and systematically, learn technical skills of quality food production and use and care for equipment.
10. Ability to use equipment timers and controls, ingredient scaling equipment, and food preparation equipment using required manufacturer's safety recommendations.
11. Ability to read chemical product sheets and follow required safety procedures while using and cleaning food preparation equipment.
12. Complete tasks with positive attitude.
13. Ability to disassemble, clean and reassemble food preparation and cleaning equipment.
14. Ability to work with a diversity of individuals and/or groups, and perform effectively as a team member.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Lift up to 50 pounds on a daily basis.
2. Stand for long periods of time on tile floors.
3. Strength to use floor cleaning equipment to sweep, mop, and scrub.
4. Free of diseases that can be transmitted by food.
5. Empty 50 gallon trash receptacles as assigned.
6. Bend, stoop, kneel, reach, twist, squat, and reach on a daily basis.
7. Work in extreme heat and cold temperatures on a regular basis.
8. Dexterity, mobility and agility to perform all work tasks.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.