

POSITION DESCRIPTION

Choanoke Area Development Association

I, _____, certify that I have read and understand the Qualifications and Functions of this Position Description.	
_____ Signature	_____ Date

Position	Cafeteria Manager	Date:	Revised August 2019
Overtime Status	Non – Exempt	Grade:	1
Salary Range			
Site Location	Assigned Center	Program Period	School Yr. 42 wks.
Department	Head Start/Early Head Start		
Reports to	Food Service Manager		

Qualifications:

Working knowledge of methods of preparation and cooking of food in quantity lots. Working knowledge of health and sanitary regulations related to food preparation work. Working knowledge of standard cleaning methods. Ability to maintain an effective relationship with pre-school children and parents. Ability to maintain routine records accurately. Some experience in food preparation in a commercial or institutional kitchen, or and equivalent combination of experience and training. Employee must possess a valid health examination (TB tine test and physical) issued by a licensed physician or the County Health Department and obtain a Certified Criminal Record Check Report. A valid NC Driver’s License is preferred.

Basic Functions:

Perform food preparation and cooking duties in a Child Development facility. An employee in this class is responsible for preparing two large meals and snacks each day at a Child Development Center. Work includes the preparation, cooking, and serving of meals. Work is preformed independently and in accordance with agency policies. Independent judgment and initiative are required in performance of duties. Work is performed under the supervision of the Food Service Supervisor and is evaluated through periodic conferences and observation.

Specific Functions:

1. Prepares two meals a day for pre-school children and staff and p.m. snack for children.

2. Cooks meals, vegetables, desserts, and bread using recipes or improves cooking methods as required.
3. Maintain inventory of all supplies.
4. Records the number of participants served daily.
5. Records the amount of food served daily.
6. Attends food service workshops.
7. Cleans kitchen and appliances to meet sanitation requirements.
8. Prepares kitchen for inspection by County and State Board of Health officials.
9. Receives food deliveries, and make inventory entries.
10. Cleans kitchen and dining room after meals.
11. Monitor nutrition plans for children
12. Follow health and safety requirements for preparing, serving food and clean up.
13. Performs related work as assigned.
14. Adheres to CACFP requirements.

PHYSICAL REQUIREMENTS

Cafeteria Manager

- A. Ability to lift/manipulate/move children from the age of birth – 5 years of age weighing up to 50 pounds from one place to another.
- B. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc. on the outside play areas.
- C. Vision sufficiently correctable to permit full performance of all job duties.
- D. Hearing sufficiently correctable to permit full performance of all job duties.
- E. Ability to run, jump, walk, etc. at a swift pace.
- F. Be able go up or down stairs or uneven surfaces.
- G. Wide range of mobility to be able to stoop or squat from a standing position, bend to retrieve a child or item. Carrying a child when necessary.
- H. Sitting from a standing or stooping position.
- I. Physically able to remain outside and interact with children during the entire outside play times.
- J. Floor play- providing developmentally stimulating activities on the floor for children crawling, sliding on their stomachs, rolling over, etc.
- K. Physically able to perform with degree of dexterity such clerical functions as

filing, labeling, stamping, stapling, data entry and writing.

- L. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.