

**ERIE CATHOLIC SCHOOL SYSTEM**  
**JOB TITLE: CAFETERIA MANAGER**  
**REPORTS TO: PRINCIPAL**  
**POSITION STATUS: FT AND NONEXEMPT**

**Position Summary:**

The individual in this position is responsible for the coordination, supervision and organization of all aspects of the school cafeteria and food service operations. The cafeteria manager is responsible for compliance with policies and procedures, current federal, state and local standards, guidelines and regulations governing food service, to assure that quality nutritional services are provided on a daily basis.

**Required Qualifications:**

- High school or GED diploma
- A minimum of two years' successful and proven experience in food service
- Food safety certification or willingness to obtain within six months of hire
- Excellent written and verbal communication skills
- Keen attention to detail and problem solving skills
- Strong organizational and planning skills in a fast-paced environment
- Ability to work with a wide range of personalities and backgrounds
- Effective at setting and meeting deadlines
- Capable of managing multiple projects and priorities

**Desired Qualifications:**

- Associate's degree in a related field

**Essential Functions and Responsibilities:**

- Managerial responsibilities include assisting in the hiring, mentoring, and scheduling of cafeteria staff
- Take inventory, order food and supplies and check the quality and quantity of orders received
- Ensure that cafeteria operation follow all sanitation and health regulations and that meals meet nutritional standards
- Handle customer complaints and resolve issues related to food quality
- Monitor the food's taste and appearance and plan healthy and cost-effective menus
- Keep accurate and detailed administrative records regarding meal plans, costs and hours worked
- Manage receipts and cash appropriately
- Assist with the promotion of various cafeteria or system initiatives, such as creating an environmentally friendly food service or advertising and arranging for customer donations to a local charity
- Communicate effectively with the supplier(s) that provides the cafeteria with food
- Maintain confidentiality in accordance with FERPA and abide by all Diocesan policies and procedures
- Perform other related duties as assigned

**Performance Factors/Job Competencies:**

- Must be able to pleasantly communicate, both orally and in writing, and to explain complex instructions in an easily understandable fashion.

- Must be able to work effectively in a collaborative team and fast paced environment.
- Must be flexible and able to tolerate many situations and personalities.
- Must have auditory acuity to listen to other people on telephone and in person.
- Must have verbal skills to communicate effectively with the students, families and staff.
- Must be able to withstand emotional stress.
- Must be able to organize and maintain a food inventory system and all pertinent records.
- Must adapt to new and emerging technologies to improve programmatic efficiency.
- Prioritize and efficiently complete tasks with minimal supervision.
- Must demonstrate adherence to the highest moral standards at all times.

**Work Environment:** This job operates in a school cafeteria. Incumbent must be able to stand for extended periods of time.

**Physical Demands: (% of time)**

Standing: Frequently (>80%)

Sitting: Occasionally (<20%)

Lifting: 0-20lbs. Often (30-60%); 20-50 lbs. Often (30-60%); Over 50 lbs. Rarely (<10%)

Travel: Rarely (<10%)

Pushing/Pulling: Often (30-60%)

Manual Keying/Data Entry: Occasionally (<20%)

**Property and Confidentiality Requirements:**

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above is the property of the Erie Catholic School System. It may not be used for personal profit or gain and will be relinquished to ECSS upon termination of employment from ECSS. In addition, the person employed in this position shall maintain confidentiality with regard to the personal and private information about students, families, faculty, co-workers, administrators, programs and services, and any other proprietary information accrued as a result of ECSS employment or as required by applicable state or federal laws and regulations.

**Note:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**By applying for a position with the Catholic Schools of the Diocese of Erie, I \_\_\_\_\_ the applicant, understand that, if eventually employed by the Catholic Schools of the Diocese of Erie, the employee agrees to ongoing training (commensurate with the position) regarding Catholic moral and social teaching and agree that employment may be terminated if the employee's actions or public statements cause scandal to the Catholic School or Diocese of Erie, are contrary to or hold up to ridicule the teachings of the Catholic Church, or interfere with the individual's responsibilities as a staff member at the Catholic School.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_