

CAFETERIA MANAGER

The cafeteria manager is the supervisory person for the school lunch program only. The manager is directly responsible to the building principals and to the superintendent of schools for the efficient operation of the lunch program. The complete cooperation of school personnel and students is expected in the operation of this program.

The manager shall ensure that food products, or any other items, are not purchased by school employees from any of the wholesale supplier of the school.

In addition to the standards set for all employees the school cafeteria manager must have the following qualifications:

1. Be a capable leader. Use the pronoun "I" sparingly.
2. Should have a thorough understanding of the National School Program, its purpose, the Type A lunch pattern, cash reimbursement, Section 32 Foods, and Section 6 Foods.
3. Should be interested in furthering ones knowledge of nutrition and the needs of the children.
4. Be capable of dealing tactfully with people. Show enthusiasm - it rubs off on others.
5. Have initiative and good judgment - keep informed and keep an open mind.
6. Maintain good morale among employees - have an understanding mind - be fair and impartial to all.
7. Should have a personality that inspires confidence in those working with him or her.
8. Know all the facts before making a decision.
9. Keep employees informed - on standards, policies, and rules.
10. Be willing and have the ability to delegate responsibility and authority.
11. Should have the ability to prepare work schedules and organize work to maintain an efficient operation.
12. Recognize individual differences, develop skills of each person, and select the right person for each job.
13. Have the ability and the courage to evaluate employees' work - show appreciation for a job well done.
14. Should have a thorough knowledge of the basic principles of food preparation - must assume responsibility for all food served.
15. Be responsible for all employees maintaining the highest of sanitation standards in the preparation and serving of food.
16. See that all safety factors are observed by employees.
17. Develop and maintain a spirit of cooperation with the faculty, students, and employees.