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# Example of Cafeteria Manager Job Description

Our company is growing rapidly and is hiring for a cafeteria manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for cafeteria manager

* Operate the Child Nutrition Program (CNP) within established guidelines for Nutrition Services that provides a cost effective program of high integrity
* Observe and coordinates meal service activities to provide nutritious meals and safeguard the health of students, staff and visitors
* Ensure that all activities conform to school, Nutrition Services, community and KSDE standards
* Make recommendations for staffing and schedules employee’s daily jobs functions for meal service
* Use professional discretion and observes procedures of confidentiality in managing staff and administrating the program
* Use good communication and management skills in working with other team members and students
* Maintain accurate payroll and timecard information for each employee at their site
* Ensure safety of food during preparation and exhibits working knowledge of Nutrition Services HACCP plan
* Ensure the cleaning and sanitation of the kitchen and serving area
* Demonstrate knowledge concerning the appropriate operation of all kitchen equipment and ability to effectively train the employees on its safe and correct use

## Qualifications for cafeteria manager

* Ability and willingness to participate in professional growth activities
* Successful completion of Cashier Skills Assessment (if position is in a secondary school) and Production Chief Skills courses
* Maintain on site items needed for daily meals and ala carte sales
* Order food and supply items needed for daily meal production from vendors, warehouse, and Food Production Center
* Verify the amount ordered verses received of groceries and supplies received from vendors, FPC and the central warehouse
* Plan daily menu production based on centralized menus and maintains an inventory for onsite production