

**BRISTOL BOROUGH SCHOOL DISTRICT  
BRISTOL, PA 19007**



**POSITION: CAFETERIA MANAGER**

**COMMENCING: 2019-2020 School Year**

**Application Deadline: July 25, 2019.**

Send letter of interest to:

Jennifer Moyer, *Administrative Assistant to Superintendent*  
Bristol Borough School District  
1776 Farragut Avenue  
Bristol, PA 19007

These duties represent the major duties; however, there may be other duties assigned. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor. The school district reserves the right not to fill the position for any reason.

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran's status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in its activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee's request. For information, contact Jennifer Moyer, Administrative Assistant to the Superintendent.

**Attached: Job Description**

**Posted: July 17, 2019**

**TITLE: Cafeteria Manager**

**REPORTS TO: Business Manager**

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**POSITION GOALS:**

*To manage the daily operation of the District Food Service Program, while conforming to the policies and procedures set by the National School Lunch Program, National School Breakfast Program and those of the School District.*

*The major purpose of the Food Service Program is meal planning in order to serve nutritionally balanced, appetizing meals at a reasonable cost and provide a sanitary environment.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)**

- *Oversees and coordinates the daily operation of the District's food service program*
- *Monitors food production and service to assure that planned menus are followed and that substitutions comply with meal requirements.*
- *Provides on-the-job training to staff in areas of food production, sanitation, etc.*
- *Supervises, hires and evaluates employees.*
- *Develops specifications for, solicits competitive prices and requisitions all food, equipment and supplies for the department.*
- *Plans menus that conform to Federal regulations and provide nutritional and appetizing foods*
- *Evaluates meal costs and recommends changes as appropriate*
- *Maintains records and prepares reports as required by the Business Manager*
- *Audits and approves employee time sheets*
- *Processes applications for free and reduced lunch*
- *Processes invoices for submission to Business Manager for payment.*

**SUPERVISORY RESPONSIBILITIES:**

*Supervises two Cooks and a minimum of (10) food service workers.*

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

*High school diploma with college credits in Food Service or related, field preferred.*

**CERTIFICATES, LICENSES, REGISTRATIONS:**

*Food Sanitation Managers certificate issued by PA Department of Health.  
Valid PA driver's license.*

**LANGUAGE SKILLS:**

*Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.*

### **MATHEMATICAL SKILLS:**

*Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.*

### **REASONING ABILITY:**

*Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.*

### **OTHER SKILLS AND ABILITIES:**

*Working knowledge of quantity food preparation, sanitation principals, menu planning, inventory control, record keeping, and production schedules. Previous experience in food service management. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.*

### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, kitchen equipment, office equipment and controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee must lift up to 50 pounds, such as cases of food.*

### **WORK ENVIRONMENT:**

*The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The noise level in the work environment is usually moderate. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, and work irregular or extended work hours.*