

CAFETERIA MANAGER: ROLE AND RESPONSIBILITIES

Background

A Cafeteria Manager, reporting to the Principal, will oversee the day to day operations of the cafeteria at the Yorkton Regional High School.

Procedures

1. The Cafeteria Manager will have specific responsibilities for management:
 - 1.1 Oversees the operations of the cafeteria including ordering, inventory, meal planning, food preparation and service.
 - 1.2 Participates in the preparation and administration of assigned budget and monitors expenditures.
 - 1.3 Familiarity with a variety of the field's concepts, practices, and procedures.
 - 1.4 Monitors the preparation, serving and storage of food to ensure compliance with health standards.
 - 1.5 Plans, prioritizes and assigns work to food service staff.
 - 1.6 Assures cleanliness and maintenance of equipment and food service supplies.
 - 1.7 Performs a variety of food service duties as needed to assure timely preparation and service.
 - 1.8 Secure all cafeteria doors and locks at the end of each work day.
 - 1.9 Works closely with the Commercial Cooking instructor to ensure student practical access to the kitchen.

2. Confidentiality
 - 2.1 At no time should a Cafeteria Manager discuss, in public, information pertaining to employees, students or the operation of the division. A Cafeteria Manager is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

3. Duties As Assigned
 - 3.1 Performs other duties and obligations as assigned by the Principal.

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