

MACKAY SCHOOL DISTRICT
Classified Job Description
District Luncheon Supervisor and Cafeteria Manager

Definition

Under general supervision, perform a variety of skilled duties in several trades to ensure the preparation and serving of food in a school cafeteria are performed in accordance with the USDA, State and Federal guidelines and to perform other related duties as required.

Work Schedule – This is a salaried position with a work week of six (6) hours per day, four (4) days per week. This is a nine month position. Employee shall receive nine (9) sick days per year. Comp time can only be accrued with prior supervisor approval and must be used within one pay cycle.

Examples of Duties

Wear proper attire including closed toe shoes, hair up or in an optional hat or hair net. Hair nets or hair fixed upon arrival so that hair does not have a chance to be lost in the kitchen.

Wash hands and put on an apron upon arrival, if an employee has a cut or scratch on their hand they must wear gloves at all times.

- Menu planning in accordance with the USDA and the State of Idaho;
 - A. Enter ingredients and recipes into Nutra Kids Nutritional Program;
 - B. Copy and record all labels;
 - C. Prepare menu for the month on weekly basis ensuring calorie, fat and nutritional content;
 - D. Analyze Breakfast and Lunch Menu;
 - E. Print production records and recipes weekly;
 - F. Print Menus and distribute to elementary classrooms and secretaries for each building;
 - G. Complete production records daily.

- Check inventory and prepare order sheet of items needed to complete menus;
 - A. Call various vendors to ensure orders are timely in accordance with menus and receive price checks;
 - B. Inspect and inventory all items upon arrival;
 - C. Daily check all refrigeration units and store rooms to ensure temperature and document temperatures;
 - D. File all invoices and document any returns;
 - E. Prepare invoices for any items purchased for FFA, Concessions or other school functions;
 - F. Enter expenditures.

- Order any commodities and prepare reports for commodities for the following month by the

10th of each month, file for surplus commodities by the 20th of every month;

A. Keep track of commodity budget, review process fees to ensure receiving most product for commodity dollars;

B. Inventory and document all commodities received and rotate stock;

C. Annually attend commodity review and bid for district regarding input on bid process.

- File reimbursement for all state and federal programs monthly;

A. Compile data on meal tracker point of service program;

B. Collect and compile data from preschool for milk reimbursement;

C. Call secretaries to receive enrollment information.

- Monthly review RACS and last year claim to check for percentage loss or gains;

- Daily review point of service and reconcile with tray count;

- Daily enter in all account receivables and reconcile account receivables with secretary and complete documentation thereof;

- Daily close out meal tracker point of service program;

- Bi-Weekly deposit account receivables;

A. reconcile receipts to the Point of Service;

B. File report with district office;

C. Enter account receivables.

- Bi-weekly prepare and send out bills to any student who has a low account balance, call any accounts that are seriously delinquent;

- Monthly prepare reports for other departments for various programs;

- Semi Annually contact and oversee health inspections by the State of Idaho;

- Annually prepare data participation by building and file report with State;

- Annually prepare Sponsor applications for following year no later than May and file report with state;

- Annually prepare Site Applications for following year no later than May and file report with state;

- Prepare and distribute free and reduced applications;

A. Check information and review for approval or denial;

B. No later than the last day of September each year remove any child or children not approved;

C. Send out letters of un-renewed applicants;

D. Enter in every child, parent, address and any other information to Direct Certify any children through Health and Welfare monthly;

E. In October start verification, request all audited information and file report by November;

F. Add and audit, remove children throughout the year dependent on status.

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- Train and monitor employees regarding regulations, job performance and monitor time

sheets;

- Monitor all expenditures and revenue and assist District office with budget;
- A. Turn over all receipts to business office and log expenditures according to type;
- Annually prior to the commencement of school enter and assign all new and kindergarten student a number and entitlement category;
 - Annually after completion of audit, roll over meal tracker program for the following year, graduate children per grades as appropriate, update any charge increase, complete backup;
 - Annually prepare and assist with audit for your department;
- A. Add all receipts and number deposits to coincide with receipts;
- B. Print annual records for reimbursements;
- C. Print Annual records for commodities;
- D. Pull files for free and reduced applications, verification, site and sponsor applications etc.
- E. Compile all deposit records, breakfast records, cashier reports etc.
- Assist with breakfast service;
 - Distribute and document any cold lunches needed;
 - Annually prepare and deliver snacks for IRI and ISAT for two weeks;
 - Follow menu plan and prepare any baking, fruit, salad, condiments, meat or pizza, as necessary for lunch service;
 - Compile grade school and high school lunch count;
 - Prepare food on baking trays separating high school and grade school. Add 5 to each item to ensure count is accurate;
 - Cook items for grade school so that they will be ready for service at 10:50, pizza shall be pulled out, cut and returned to oven to keep warm. All food must be prepared to the appropriate temperature and documented on chart;
 - Between grade school and high school, restock steam table and prepare for service. Cook items for high school so that they will be ready for service at 11:55;
 - During service watch children to ensure that they are receiving the appropriate servings and proportions;
 - Upon completion put food away from steam table and bring all condiments to kitchen to be put away. Wipe off steam table. Help janitorial staff wipe off all tables and benches;
- Check menu to see if any products need pulled for the following two days.
- Other duties as prescribed by the Superintendent.

Desirable Qualifications