



Clarksville Community School Corporation
Clarksville, Indiana



CCSC Food Services is accepting applications for the following*/:** Position Title: CMS Cafeteria Manager
Responsible To: Food Service Director Supervises: Classified Staff
Minimum Qualifications/Requirements: High School Diploma, Experience in food service operations. Complete at least 10 hours of annual continuing education/training to satisfy the HHFK Act of 2010 Professional Standards.
Includes: administrative practices; identifying reimbursable meals; nutrition, health & safety standards. Any specific topics as required by the FNS as needed to address Program integrity.

Essential Functions:

1. Provides the overall leadership and direction for the daily operation of the building kitchen under the supervision of the FSD and/or administration.
2. Administers corporation personnel policies and evaluates cafeteria employees. Make recommendations to hire and/or dismiss cafeteria employees, as needed, to the FSD.
3. Assists the FSD in the planning and execution of menus in a timely fashion which meet or exceed all USDA Nutrition Standards for NSLP/SBP and which will appeal to students at the appropriate grade levels.
4. Seeks and utilizes the best prices on all purchases as determined by the FSD in the solicitation of bids/quotes on appropriate items.
5. Purchases and maintains an inventory of all foods, supplies, and equipment. Inventories all foods & supplies on a monthly basis to report to FSD. Equipment inventory will be annual.
6. Maintains high standards of food safety & cleanliness in the kitchen as per local/state health regulations.
7. Checks food shipments into the school and signs invoices only after each order is verified.
8. Participates in the preparing, serving and accounting of food on a daily basis.
9. Determines the quantity of food to be prepared daily utilizing daily production records & student attendance.
10. Determines if the prepared food is of high quality in flavor & appearance prior to serving.
11. Strives to provide an attractive, pleasant and inviting setting for the serving and consumption of meals.
12. Maintains appropriate records and submits reports in a timely manner as required by the administration.
13. Works with the building principal and the FSD in identifying and applying free and reduced meal applications.
14. Reports immediately to the FSD and/or principal or his/her designee any problems or accidents occurring in the cafeteria premises.
15. Reports to the FSD and/or Facilities Operation Director of any equipment breakdowns, malfunction or repairs needed. This can be done by phone, email, text or online reporting program (SchoolDude at this time).
16. Maintains communications to the FSD concerning new equipment needs and/or replacement of existing equipment.
17. Maintains high cafeteria employee & operation safety standards within the kitchen per local health & OSHA rules. Any contrary issues are to be reported to the FSD and/or Facilities.
18. Promotes good public relations between the cafeteria, students, parents, faculty members and community at large.
19. Monitors & implements continuing education/professional standards to cafeteria employees.
20. Other specific duties as assigned by the FSD, school principal, or superintendent.

Non-Essential Functions: Performs other duties as assigned by superintendent, school principal and FSD.

Equipment Used: Food service equipment, computers, and software relative to the school meal program.

Place Where Work is Performed: This work is performed on the employer's premises.

How this Job Description was Developed: This job description is intended to serve as a summary of the primary responsibilities and qualifications for this position. It is not intended as inclusive of all duties an individual may be asked to perform while in this position or of all qualifications that may be required now or in the future.

***/**Please submit completed applications to: Melissa Pixley, 800 Dr. Dot Lewis Drive, Clarksville, IN 47129 or 200 Ettels Lane, Clarksville, IN 47129 or via email at mpixley@clarksvilleschools.org or Holly Rupprecht at hrupprecht@clarksvilleschools.org. **Internal applicants must submit a letter of interest in lieu of application.**

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