Employment Opportunity

Date: April 8, 2019
Office: School Cafeteria
Position: Cafeteria Manager

Deadline: Until filled
Status: Fulltime (30 hours/week)
Practicing Catholic: Preferred

Position Summary: Saint Catharine of Siena, Columbus, is searching for a qualified individual to serve as the fulltime Cafeteria Manager for the school. The position is based on 188 workdays per year. The Cafeteria Manager is responsible for compliance with policies and procedures, current federal, state and local standards, guidelines and regulations governing, to assure that quality nutritional services are provided on a daily basis. The Cafeteria Manager is also responsible for preparing and/or directing the preparation of food to be served complying with all applicable sanitation, health, and personal hygiene standards and following established food production programs and procedures. Additionally, this individual is responsible for appropriate use of facility supplies and equipment to minimize loss, waste, and fraud. The position is expected to use personal judgment in carrying out routine duties and responsibilities at the school.

Job Responsibilities:

Daily
- Get lunch count and prepare food for cooking
- Input lunch money
- Assist with cooking
- Run computer for student lunch check at the serving line
- Clean up kitchen
- Run reports and fill out daily paperwork for government
- Run lunch statement and call parents as needed for collection of lunch money
- Abide by health department guidelines

Weekly
- Order food for following week (receive and check in delivery for damages and/or accuracy
- Prepare money for deposit
- Run reports for government lunch program

Monthly
- Prepare menu for following month following government guidelines
- Do rosters for lunch count
- Set up volunteer schedule making sure there is coverage for all days
- Do monthly reports and file claim for government reimbursement
As needed

- Government required reports, send letters for free/approved lunches
- Maintain records for accounting system

Qualifications/Proficiencies for the position: Planning, pricing, product specifications, customer service, cash register operations, cash management, food, supplies, and labor cost containment, sanitation, employee supervision, etc. experience helpful. Should be self-motivated and take initiative. Must have ability to plan and meet deadlines.

The incumbent must maintain skills necessary to efficiently use and safely operate the following equipment and machines used in the performance of this job: kitchen equipment, i.e., oven, stove, dishwasher, slicer, coffee machine, steamer, mixer, and chef’s knives.

This position requires frequent movement about the cafeteria to complete the essential job responsibilities as outlined above. The Physical Demands Strength Rating reflects the estimated overall strength requirement of heavy work - exerting 50 to 100 pounds of force occasionally and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects.

Education/Experience: High School diploma or GED is required, with experience in food and nutrition desirable. Must possess, as a minimum, two years of prior food service experience; previous supervisory experience is preferred.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course.

Salary is commensurate with experience. Benefits are according to Diocesan policy.

Send resume and references to: Janet Weisner
Principal
Saint Catharine of Siena School
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(614-235-1396)