
IMMACULATE CONCEPTION SCHOOL

Employment Opportunity

Date: April 5, 2018

Office: School Cafeteria

Position: Cafeteria Manager

Deadline: April 30, 2018

Status: Fulltime (30 hours/week)


Practicing Catholic: Preferred

Position Summary: Immaculate Conception Parish, 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:

1. Supervise staff, which involves direct and indirect responsibilities for interviewing, selection, training, motivating, wage and salary recommendations, and performance appraisals.
2. Orient and train staff in proper work practices when they are hired. Conduct and evaluate retraining and refresher training.
3. Maintain safe working conditions and practices in the cafeteria.
4. Manage all day-to-day cafeteria operations in accordance with established procedures.
5. Prepare all menu items using established departmental policies and procedures.
6. Plan food production to coordinate with meal serving hours so that excellence, quality, temperature, and the appearance of food is preserved.
7. Respond to oral and written feedback from customers on food quality and service.
8. Ensure that food service work areas are maintained in a clean and sanitary manner and in accordance with government standards.
9. Monitor staff to assure that they are following established safety and sanitary regulations and procedures in the use of equipment and supplies.
10. Provide services to students, faculty and staff in a friendly and efficient manner.
11. Order food and other departmental supplies to assure the order is received in a timely manner so that adequate inventory levels are maintained to support volume or anticipated volume.
12. Prepare and compile any necessary productivity reports, evaluations, studies, etc.

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 safely and efficiently 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 by April 30, 2018 to:

Colleen Kent
Principal
Immaculate Conception School
cokent@cdeducation.org