

Cafeteria Manager

Job Title: Cafeteria Manager

Job Location: Twin Tiers Christian Academy, Breesport, NY

Position Type: Part-time, 8:30 AM -1:00 PM, Monday-Friday (4.5 hrs/day)

Job Description:

We are seeking a dedicated and experienced Cafeteria Manager to oversee daily preparation for student lunches. The ideal candidate will be responsible for ensuring high standards of food safety, cleanliness, and maintaining efficient food service operations. The Cafeteria Manager will also be in charge of menu planning, budgeting, inventory control, and ensuring that the cafeteria meets health and safety regulations.

Key Responsibilities:

1. Operations Management:

- Oversee daily cafeteria operations including preparing the daily entrée and ala carte items, plus stocking snacks/beverages.
- Ensure food is prepared and served in a timely manner.
- Ensure cleanliness and organization of the kitchen area, adhering to health and safety regulations.

2. Menu Planning and Food Preparation:

- Plan and develop menus
- Order, pick up and manage delivery of food inventories, ensuring proper storage and handling of supplies.

4. Financial Management:

- Develop and manage the cafeteria's budget, ensuring efficient use of resources.
- Track and manage inventory, ordering supplies and maintaining cost-effective purchasing practices.
- Monitor food costs to maintain profitability without compromising quality.
- Oversee student accounts and communicate with the school office when student accounts are in the negative

5. Customer Service:

- Foster a positive, friendly, and professional atmosphere in the kitchen.
- Ensure that the cafeteria environment is welcoming, clean, and well-maintained.

6. Qualifications:

- Food Service Experience Preferred
- Leadership and team management skills.
- Knowledge of food safety regulations and sanitation procedures.
- Excellent communication, organizational, and time management skills.
- Be flexible within normal limit:
- Some physical labor may be required, including standing for extended periods, lifting, and moving supplies.

7. Compensation: current minimum wage \$15.50 as of March 10, 2025