

Cafeteria Cook Manager

OLV Elementary School

SUMMARY

The Cafeteria Cook Manager prepares and cooks foods and manages a school food service program. Duties include the preparation of food for breakfast and lunch. The Cook Manager follows the Buffalo City School menu. All meals served must be in accordance with Federal, State and Local guidelines and regulations.

REPORTS TO: Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepares and cooks food and manages a school food service program.
2. Plans menus to meet pupil nutritive requirements.
3. Requisitions foods and supplies.
4. Prepares and serves food.
5. Manages the storage and care of foods and supplies.
6. Cleans the kitchen, serving, and storage areas and the care of equipment.
7. Maintains simple records of food and supplies received and used.
8. Prepares and submits reports on activities of the cafeteria.
9. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of approved methods of food preparation.
2. Working knowledge of the nutritional values of foods.
3. Working knowledge of large-scale food ordering and storage.
4. Ability to maintain simple records and prepare reports.
5. Ability to get along well with children and adults.
6. Ability to understand and carry out oral and written directions.
7. Ability to interact positively with others and build relationships with students and co-workers.

EDUCATION AND EXPERIENCE

1. Associates Degree from an accredited college or university in Food Service Administration, Dietetic Technology, Nutrition Restaurant Management or a related food service field preferred.
2. High School diploma/equivalency required.
3. Two years of full time experience in an industrial or school cafeteria, hospitals, restaurants, hotels and/or other similar operations other than fast food or short order, involving large quantity food service required.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Must be able to successfully perform the essential duties, responsibilities, and job functions with or without reasonable accommodation(s) as described by the physical demands

1. Ability to stand on hard surfaces with the potential for kneeling, crouching, reaching, or stooping.
2. Must be able to lift, push or pull up to 25 pounds.
3. Able to stoop, kneel, crouch and crawl, reach and climb stairs; with visual and auditory requirements

WORK SCHEDULE:

Monday through Friday 7:15am to 12:15pm

September 1 to June 30

Pay Range: \$18.00-\$22.00 / hour, based on education and experience

Email resume and cover letter to: olv-careers@olvcharities.org

Or send cover letter with resume to:

OLV National Shrine and Basilica/OLV Elementary School

Human Resources Department

780 Ridge Road; Lackawanna, NY 14218