

Leon County Public Schools Classification Specification

Salary Grade 29

Summary Information:

Classification Title: School Cafeteria Manager II **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

460	Menu Planning	Plan menus and food needs. Standardize recipes and food specifications.
466	Food Service Delivery	Prepare, set up, and serve food.
462	Food Program Compliance	Ensure food program compliance with requirements of federal, state, and local agencies and internal standards.
461	Food Service Reports	Prepare federal, state, and local reports on food service activities.
341	Cash Receipts	Receive cash payments. Balance and close cash drawers or registers.
480	Receive and Store Goods	Process incoming goods (including capital equipment) from vendors. May include maintaining warehouse or stockroom.
327	Payroll Preparation	Compile and compute payroll for salaried staff, temporary and hourly workers, and teachers.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification:

Education/Experience: A.A. Degree with three years related experience; or
Vocational training (720 hours) with four years related experience; or
High School diploma or equivalent with five years related experience.

Supervisory Responsibility: Yes

Type of Supervision: Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 7/1/2003