

# Leon County Public Schools Classification Specification

Salary Grade 30

## Summary Information:

**Classification Title** School Cafeteria Manager I                      **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.

## Leon County Public Schools Classification Specification

### General Classification Specification Factors:

<b>Education/Experience:</b>	High School Diploma or equivalent with three years related experience
<b>Supervisory Responsibility:</b>	Yes
<b>Type of Supervision:</b>	Supervision typically takes <u>substantial</u> time with respect to assigning, reviewing, and checking work. Your job is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 7/1/2003