

Cafeteria Manager

Elk County Catholic High School & St. Marys Catholic Middle School, part of the Elk County Catholic School System, is seeking a Cafeteria Manager for the 26/27 school year. The Cafeteria Manager is responsible for overseeing the daily operation of the school cafeteria, ensuring students and staff receive safe, nutritious, and appetizing meals in a clean and welcoming environment. The Cafeteria Manager supervises food service staff, maintains compliance with all health and safety regulations, manages inventory and budgets, and supports the mission and values of the Elk County Catholic School System.

Duties include:

- Plan, prepare, and serve nutritious meals in accordance with guidelines and school nutrition standards.
- Ensure meals are prepared, portioned, and served in a timely and efficient manner.
- Oversee daily cafeteria operations, including meal counts and cash handling (if applicable).
- Supervise, train, and schedule cafeteria employees.
- Foster a positive, respectful, and team-oriented work environment.
- Conduct ongoing training in food safety, sanitation, and customer service.
- Ensure proper food handling, storage, sanitation, and temperature controls.
- Order food, supplies, and equipment while maintaining cost-effective purchasing practices.
- Monitor inventory levels and minimize waste.
- Track expenditures and operate within the approved food service budget.
- Maintain the cleanliness of the kitchen, serving areas, storage rooms, and dining areas.
- Assist with special school events requiring food service.

Qualifications:

- High school diploma or equivalent required; additional education and/or culinary or food service training preferred.
- Previous experience in food service management or school nutrition programs preferred.
- Knowledge of the National School Lunch Program, USDA school meal regulations, and food safety practices.
- Strong organizational, leadership, and communication skills.
- Demonstrates professionalism, integrity, and dependability.

- Supports and respects the mission and values of Catholic education.
- Displays excellent interpersonal and customer service skills.
- Ability to manage multiple responsibilities in a fast-paced environment.
- Commitment to maintaining a safe, positive, and welcoming environment for all staff and students.

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