



Job Title: **Canyons Café Manager**

Department: **Nutrition Services**

Supervisor: **District Nutrition Director**

Lane Placement: **ESP Lane 6**

Schedule: **8 hrs. / 242 days**      Evaluation Group: **JCES 9**

FLSA Classification: **Non - Exempt**

## JOB DESCRIPTION

Under the supervision of the Nutrition Services Director, the **Canyons Café Manager** is responsible to manage the food service operation of a mid-sized café offering breakfast, lunch, snacks and catering meals. Incumbent helps with the creation of menus and specials, supervises worker(s) as they prepare, cook and serve meals to customers. Responsible for the care and proper functioning of the café facilities, equipment and supplies, and oversees and ensures proper clean up.

## ESSENTIAL FUNCTIONS

- Creates, plan, and prepare monthly café menus and specials; incorporate new menu items including salads, soups, entrees, and desserts. Adjusts menu selections to reflect past and anticipated sales and seasonal preferences.
- Coordinates, gathers and calculates ingredients, products, supplies, and equipment necessary for Canyons Café and catering events.
- Supervises and prepares menu items to serve in Canyons Café and/or catering events.
- Tests prepared foods for flavor, appearance, and temperature to ensure product quality, safety and health standards.
- Monitors food preparation time to ensure food is readily available to be served and replenished. Stocks beverage coolers and maintain fountain dispensers.
- Ensures Café salad bar and various food lines are properly set up, maintained, replenished, and cleaned up. Ensures proper disposal, packaging, and storage of leftover food products and beverages according to established guidelines.
- Ensures catering event food items, beverages, supplies, and equipment are properly set up, maintained, replenished, and cleaned up in accordance to the type of event.
- Ensures kitchen and dining areas are maintained in a clean, neat, orderly, and sanitary condition.
- Assures that all equipment is in proper working condition (e.g. ovens, steamers, kettle pots, proofers, stove/ovens, dishwashers, refrigerators, freezers, etc.).
- Closes out cash registers, batch credit cards, and prepare daily deposits. Manages expenditures and costs and prepares accounting statements to provide to appropriate district departments.
- Checks temperature settings and completes temperature paper work.
- Coordinates health department inspections.
- Ensures kitchen and Canyons Café are secured at the close of business daily.
- Provides a positive culinary environment; addresses patron's concerns.
- Order foods items, supplies, equipment, and linens from commercial vendors; reviews inventory and makes projections to determine what foods to order.
- Keeps records of total counts of Canyons Café specials purchased by patrons and meals served at catering events to assist with food order projections.
- Receives and inventories food and supplies; compares invoice to purchase orders and coordinates with vendors.
- Checks food deliveries from vendors upon arrival for accuracy and quality of product. Accepts only food products ordered in the previous week food order meeting district quality standards and in compliance with standardized recipes.

- Maintains an inventories food items and supplies; completes inventories and reviews inventory reports to determine differences as needed.
- Ensures proper storage and rotation of food and supplies.
- Coordinates and performs scheduling duties for Canyons Café catering and special events.
- Works with worker(s) to develop, select, and coordinate catering menu guide options. Researches and develops new menu options and recipes calculating recipe servings and quantities.
- Responds to district catering requests, discusses options, answers catering questions, and determines if special request accommodations can be made.
- Reviews room reservation paperwork for scheduled district meetings and/or events, discusses and confirms catering needs and number of attendees. Creates catering orders and ensures events are scheduled appropriately.
- Reviews catering order counts and totals prior to event being invoiced,
- Coordinates staffing needs, equipment, set up, preparation, service, and clean up for events of varying size and complexity.
- Provides daily supervision to worker(s).
- Contributes input for personnel actions including hiring, disciplinary action, discharge, performance evaluations, etc.
- Creates work schedules for assigned employees; schedules and approves time off requests. Ensures time off and hours worked are entered correctly into district time tracking system.
- Schedules daily tasks to assigned employees and provides daily training on tasks.
- Ensures training of every employee on equipment, standard operating procedures (SOP) and hazard analysis and critical control points (HACCP) practices following district guidelines.
- Coordinates completion of SOP and HACCP checklists on a weekly basis.
- Ensures assigned employees are following district policies and safety regulations.
- Responsible for keys to locked areas and access to them.
- Fills out and closes production records accurately on a daily basis.
- Maintains costs within kitchen budget by ordering properly and according to the amount of customers being served at Canyons Café and catering events.
- Knows all positions involved in the kitchen production in order to be a back-up worker if needed.
- Helps on the kitchen floor with the following duties but not limited to: cooking main dish and other menu items, preparing fruit, salads and any other food items served, cleaning after production and service to customers, etc.
- Maintains appropriate permits, certifications, and/or training as needed or required.
- Complies with applicable district, state, and federal laws, rules and regulations.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires current H.A.C.C.P. Certification.
- Requires eighteen months job related work experience (six of these months in supervision) with demonstrated competence.
- Must demonstrate competence in reading, writing, and basic math.
- Must be skilled in planning, anticipating and providing for needs of the next and following days.
- Requires working knowledge of strict food handling guidelines set forth by the Canyons School District, and the State of Utah.
- Must be skilled in supervision and interpersonal relations.
- Requires ability to teach and train effectively in the use of all kitchen supplies and equipment.  
Must be skilled in the use of all kitchen supplies and equipment

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- Kitchen equipment (e.g. ovens, steamers, kettle pots, proofers, stove/ovens, dishwashers, refrigerators, freezers, etc.).
- Kitchen utensils (e.g. knives, spatulas, serving spoons).
- Standard office machines (e.g. computer, calculator).

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Must be capable of consistent physical activity (lifting and moving up to 50 pounds).
- Must be capable of reaching above the head while lifting 20 pounds.
- Must be able to stoop, bend, reach, and twist.
- Must be able to work in a hot and wet environment.
- Must be able to hold hot and cold items.
- Must be able to read and interpret recipes, equipment safety instructions, material safety data sheets, and information given by Nutrition Services throughout daily shift.
- Must be able to write, type, and comprehend all information needed to complete daily tasks.
- Must endure heat, potentially dangerous equipment, tight deadlines, and extensive paperwork in a compressed time period.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)