



# Diocese of Fort Worth Position Description

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**Position:** CAFETERIA MANAGER  
**Date Revised:** January 28, 2020  
**Reports to:** Principal  
**Location:** All Saints Catholic School  
2006 N. Houston St.  
Fort Worth, TX 76164  
[www.ascsfw.org](http://www.ascsfw.org)

**The Diocese of Fort Worth, Texas** includes 91 Parishes and 19 schools. It stretches from Quanah, Texas just Northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 914,556 Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

**General Position Summary:** All Saints Catholic School, a classical dual language immersion school located just north of downtown Fort Worth, is seeking a part-time experienced Cafeteria Manager for the remainder of the 2019-2020 school year. The Cafeteria Manager fulfills the mission of the Catholic school by managing the school cafeteria and lunch program within the framework of the school's philosophy and organization. The Cafeteria Manager is responsible for coordinating and implementing the school's food program within the guidelines established by the school. The Cafeteria Manager has decision making responsibilities within essential job functions in keeping with school policies. The position is hired and evaluated by the principal.

## **Essential job functions:**

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Ensures that kitchen and serving area meet Texas State Health Department guidelines
- Maintains appropriate State of Texas food handler's and manager's certification as required for state inspections
- Maintains high standards of health, sanitation, and safety
- Demonstrates general knowledge of cooking and ability to follow recipes and creates menus
- Maintains accurate records for cafeteria operations
- Processes daily lunch charges and makes daily reports available as requested



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- Maintains accurate inventory of food, supplies, and equipment and submits timely, cost-effective orders as needed
- Supervises cafeteria assistants
- Supervises students in the serving area with regard to safety and behavior
- Supervises the receiving and storage of all food and supply deliveries
- Maintains current and accurate lunch and bookkeeping records according to school policy
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

### **Important job functions:**

- Collaborates with peers to enhance the work environment
- Demonstrates a willingness to respond to individual student needs
- Ability to work well with students, parents, and colleagues in a school setting
- Ability to follow directions and handle multiple tasks

### **Minimum qualifications:**

#### Education/Certification:

- High school diploma or equivalent
- Food Handlers certificate in the State of Texas
- Food Manager's certificate in the State of Texas
- Meets state and local health regulations, as required

#### Experience:

- 2 years working in a school cafeteria setting

### **Knowledge, abilities, and skills:**

- Knowledge of the basic teachings of the Catholic Church
- Able to communicate effectively both orally and verbally
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning
- Knowledge of school cafeteria operations, equipment, and practices
- Knowledge of health code



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**Working Conditions:**

- Required to work some nights and weekends
- Required to work a minimum of a half school day
- Required to manage high to moderate levels of stress
- Required to work in standard school cafeteria and kitchen conditions

**Mental/Physical Demands:**

- Required to lift or carry lunchroom supplies, food orders, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and dishwashing
- Required to monitor students

**FLSA Designation:** Non-Exempt

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***Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.***