



GOLDEN

CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT GOLDEN,
PRESIDENT & CEO**

BOARD OF TRUSTEES

Dr. Ed González, Chair
Keshia Thomas, Vice Chair
Dr. Bard De Vore
Dr. Brad Huff
Ruth F. Quinto, CPA
Scott Barton
Isaiah Green

Golden Charter Academy
1626 W Princeton Ave
Fresno, CA 93705
(559) 293-3157
info@goldencharteracademy.org

EXHIBIT A

Cafeteria Manager

Department: Classified Non-Instructional
Supervisor: Chief Executive Officer
Status: Full-Time, Non-exempt
Salary: Begins at \$24,720 (16.00 Hr.) – \$30,356.03 (19.64 Hr.)
Reporting Days: 201 (Start 8/1/2023 – 5/31/2024 Stop)
Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

The Cafeteria Manager will be responsible for managing the daily operations of the school cafeteria and ensuring that all meals are prepared, served, and stored in compliance with health department regulations. The person in this role will work closely with facilities and the meal program manager to facilitate breakfast and lunch for students, staff, and visitors.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed in the job description are representative of the knowledge, skills and abilities required.

RESPONSIBILITIES

- Manage daily operations of the school cafeteria, including food preparation, serving, and storage.
- Plan menus and order food supplies, ensuring that all meals meet nutritional guidelines and dietary restrictions.
- Ensure compliance with health department regulations, including sanitation, food safety, and record-keeping.
- Manage inventory and track food usage to minimize waste and control costs.
- Train and supervise cafeteria staff, including hiring, scheduling, and performance management.
- Develop and maintain positive relationships with students, staff, and parents, addressing any concerns or complaints in a timely and professional manner.
- Collaborate with the meal program and CNIPS to ensure compliance with federal and state regulations.
- Manage the cafeteria budget and prepare reports on food costs and revenue.
- Maintain cleanliness and organization of the cafeteria and kitchen facilities.
- Perform other duties as assigned by the CEO.



GOLDEN

CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT GOLDEN,
PRESIDENT & CEO**

BOARD OF TRUSTEES

*Dr. Ed González, Chair
Keshia Thomas, Vice Chair
Dr. Bard De Vore
Dr. Brad Huff
Ruth F. Quinto, CPA
Scott Barton
Isaiah Green*

*Golden Charter Academy
1626 W Princeton Ave
Fresno, CA 93705
(559) 293-3157
info@goldencharteracademy.org*

REQUIRED SKILLS AND ABILITIES

- Excellent communication and interpersonal skills
- Strong organizational and time-management skills
- Knowledge of health department regulations and food safety procedures
- Ability to manage and motivate staff.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and inventory management software.
- Maintain confidentiality of student records and classroom information in accordance with legal requirements and GCA policies.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- At least 2 years of experience in food service management
- Certification in food safety and sanitation preferred.
- CNIPS experience preferred.
- Bachelor's degree in hospitality or business management preferred.
- Ability to communicate and interact effectively with multiple constituencies.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Must be able to lift and carry up to 50 pounds.
- Must be able to stand, walk, and bend for extended periods of time.
- Must be able to work in a fast-paced environment with frequent interruptions.
- Must be able to work in a kitchen environment with exposure to heat, cold, and noise.
- Indoor/outdoor work environment

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.