

Job Description



201 Stanwix Street

Suite 100

Pittsburgh, PA 15222

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www.cityhigh.org

Job Title	Cafeteria Manager
Position Summary	The Cafeteria Manager is an essential member of the City High School community. They are responsible for a wide range of tasks that include but are not limited to; recordkeeping, reporting, navigating and submitting claims through government websites, managing a Point Of Service system and cash reporting for breakfast and lunch, food production, assisting the chefs with lunch service, and supervising another cashier. The position requires excellent communication skills and building positive relationships with students and their families. Applicant must be able to maintain a fast-paced physical working environment on weekdays from 6AM-2PM.
Qualifications	High School Graduate. Must be able to communicate effectively with teens. Must be computer literate to be trained on Government websites and able to use Microsoft Office. Must be willing to work in daily food preparation. Must have customer service skills running a Point Of Service system. Restaurant, cashier, and/or school cafeteria experience is a plus.
Essential Job Functions	See below.
Reports to	Executive Chef, CEO, and Principals
Salary Range	\$38,000-\$46,000

1. Food Service Operations:

- a. Prepare and serve breakfast and lunch meals for students and staff.
- b. Cook meals as needed and assist with food preparation.
- c. Manage inventory including stocking, ordering, and organizing supplies.
- d. Maintain kitchen cleanliness including daily cleaning and end-of-trimester deep cleaning.
- e. Set up breakfast service daily and manage meal service operations.
- f. Operate cash register for breakfast and lunch transactions.
- g. Reconcile daily meal counts and cash receipts.
- h. Generate and process end-of-day transaction reports and meal count reports.
- i. Clean and maintain all kitchen equipment.
- j. Complete daily production records.
- k. Publish and distribute weekly menus to school community.
- l. Coordinate and prepare meals for field trips in collaboration with Chef.
- m. Assist with preparation of monthly staff and board meeting meals.

2. Compliance and Reporting:

- a. Maintain proficiency in PEARS (Pennsylvania Electronic Application and Reimbursement System), Primero Edge, and Synergy software systems.
- b. Manage Community Eligibility Provision (CEP) data entry and reporting on state websites, ensuring timely submission before deadline.
- c. Process lunch applications (when required) ensuring timely submission before deadline.

- d. Monitor and respond to daily PEARS email communications.
- e. Submit monthly claims, verification reports, and Edit Check Worksheets for state and federal funding.
- f. Update student meal eligibility records immediately as changes occur.
- g. Complete annual school application updates and enter new school calendar in PEARS.
- h. Execute verification processes in PrimeroEdge, including generating and distributing verification letters and reporting results.
- i. Generate and upload student enrollment files to reporting websites quarterly for Direct Certifications.
- j. Monitor Compass website for submitted applications.
- k. Prepare and deliver invoices to Business Office.
- l. Ensure compliance with all local, state, and federal food safety and nutrition regulations.

3. Staff Supervision and Development:

- a. Supervise, train, and schedule cafeteria workers and school store workers.
- b. Complete annual training through School Nutrition Toolbox to maintain program certification.
- c. Ensure all staff maintain required food safety certifications.

4. Safety and Sanitation:

- a. Maintain safe and sanitary food preparation and service environment
- b. Adhere to all health department regulations and food safety standards
- c. Conduct regular safety inspections and maintain documentation

Skills and Qualifications:

- High School Diploma
- Must be able to acquire PA school clearances. Patch, FBI fingerprinting, Child abuse certs.
- Computer literacy to be trained on reporting and claiming through governmental websites.
- Must have general knowledge of Microsoft Office.
- Must have customer service skills.
- Must be able and willing to multitask and “wear many different hats” within a small team.
- Must be able to lift 30lbs. and participate in food production daily.
- Excellent interpersonal “people” skills and the ability to build and maintain relationships with students, families, and staff members.
- Knowledge of SNAP (or comparable) health student information system.
- Effective problem-solving skills; the ability to identify challenges and proactively work to find solutions.
- Ability to maintain confidentiality in all aspects of the job.
- The ability to learn quickly in a fast-paced environment.
- A passionate belief in the mission of City High and a commitment to increasing the success of our students, families, and the school.

Interested applicants should send a cover letter and resume to the attention of Dr. Dara Ware Allen as follows:

Dara Ware Allen, Ph.D.
CEO and Principal
City Charter High School
201 Stanwix Street
Pittsburgh, PA 15222
employment@cityhigh.org

