

	FOOD SERVICE			
	PAYROLL AND BENEFITS WORKSHEET			
		TOTAL	Mgr	F-2
	TOTAL PAYROLL	41,789	28,992	12,797
	DUE TO GENERAL FUND			
	W/C -1.0%	418	290	128
	MEDICAL/RX	14,172	14,172	0
	DENTAL/VISION	864	864	0
	LIFE	131	97	34
	LTD	15	15	0
	DUE TO GENERAL FUND	15,600	15,438	162
	FICA	3,197	2,218	979
	RETIREMENT	3,615	2,508	1,107
	DUE TO GENERAL FUND	6,812	4,726	2,086
		64,200	49,156	15,044
	SOC SEC SUBSIDY	1,598	1,109	489
	RETIREMENT SUBSIDY	1,807	1,254	553
	DUE FROM GENERAL FUND	3,406	2,363	1,043
	Mgr + F-2	60,794	46,793	14,001
	F-2 + F-2	28,003		
	Difference	32,792		

	FOOD SERVICE			
	PAYROLL AND BENEFITS WORKSHEET			
		TOTAL	F-2	F-2
	TOTAL PAYROLL	25,594	12,797	12,797
	DUE TO GENERAL FUND			
	W/C -1.0%	256	128	128
	MEDICAL/RX	0	0	0
	DENTAL/VISION	0	0	0
	LIFE	67	34	34
	LTD	0	0	0
	DUE TO GENERAL FUND	323	162	162
	FICA	1,958	979	979
	RETIREMENT	2,214	1,107	1,107
	DUE TO GENERAL FUND	4,172	2,086	2,086
		30,088	15,044	15,044
	SOC SEC SUBSIDY	979	489	489
	RETIREMENT SUBSIDY	1,107	553	553
	DUE FROM GENERAL FUND	2,086	1,043	1,043
	F-2 + F-2	28,003	14,001	14,001

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: FOOD SERVICE CAFETERIA MANAGER
DEPARTMENT: Cafeteria
REPORTS TO: Business Manager
SUPERVISES: Classified cafeteria employees
REVISION DATE: 8/2011

REQUIREMENTS: Act 34/114/151 Clearances. Food safety training preferred-ServeSafe Certification
Associate Degree in Food Science/School Cafeteria experience preferred
Knowledge of National School Lunch Program

TALENTS: This position requires the employee to possess the drive to be of service to others, a need for expertise in their area, and an ability to orchestrate the daily responsibilities required. In addition, the employee will understand financial ramifications of decision made, work well in a team and have the ability to take charge.

PERFORMANCE RESPONSIBILITIES:

Ordering and Inventory

1. Responsible for daily breakfast and lunch menu
2. Responsible for ordering and purchasing of all food and supplies for Cafeteria and Culinary Arts operations
3. Reconcile vendor invoices to items received
4. Reconcile monthly VISA procurement card statement

Supervision

5. Assist in selection and recommendation for employment of classified employees
6. Supervise and review work performance of classified employees
7. Approve time and attendance record of classified employees

Government Record Keeping

8. Responsible for maintenance of required government daily production records
9. Responsible for all record keeping required by government agencies
10. Responsible for compliance with local, state, and federal nutritional guidelines
11. Responsible for compliance with health and safety regulations

Other Duties

12. Review and process ECTS meeting and outside special event requests
13. Attends appropriate workshops and seminars
14. Maintain open communication with Cafeteria Classified staff and Culinary Arts instructors
15. Performs other duties related to this position as needed

TERMS OF EMPLOYMENT: 195 work days

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: Cafeteria Aide, F-2
DEPARTMENT: Cafeteria
REPORTS TO: Cafeteria Manager
REVISION DATE: 08/2011

REQUIREMENTS: Act 34/114/151 Clearances. ServeSafe Certification-Food Service Safety training preferred.

TALENTS: This position requires the employee to possess a capacity for physical endurance, a drive to be of service to others, a need to assume personal accountability for their work, and orchestrate the job that needs done. In addition, the employee should have the ability to build teamwork in their work group and have an awareness of and attentiveness to individual differences.

Job Statement: Provide food service for students and staff within the established guidelines. Promote a positive team atmosphere within the work environment.

PERFORMANCE RESPONSIBILITIES:

Menu Preparation and Serving

1. Review menu and menu instructions to become familiar with requirements for the day and week
2. Prepare food menu as directed and as needed
3. Coordinate inventory needs with cafeteria manager
4. Set up and monitor service line
5. Make appropriate decisions about food disposition after approval from cafeteria manager
6. Coordinate student worker duties with CUA instructor
7. Build rapport with students to assist in accomplishment of their assigned tasks
8. Provide positive atmosphere in service line
9. Assist cafeteria manager with required government daily production records

Cash Receipts and Revenue

10. Operate and update cash register/Point Of Sale system (POS)
11. Balance POS daily totals to cash on hand
12. Reconcile daily sales and receipts activity with daily POS reports
13. Print reconciled monthly POS reports for Business Manager
14. Monitor POS student and staff account balances
15. Responsible for securing daily cash receipts
16. Prepare daily bank deposit and deliver to high school office secretary

Cleanliness and sanitation

17. Monitor students working in dishwashing room
18. Responsible for general cleanliness of equipment and cafeteria areas
19. Possess or acquire safety and sanitation certification-ServeSafe

Inventory and Storage

20. Responsible for the storing of food, beverages and supplies for the cafeteria and culinary arts program
21. Complete monthly inventory report and maintain records of all food and supplies
22. Monitor equipment temperature logs- i.e.: refrigerators/freezers

Student information and status

23. Coordinate free and reduced lunch program student information with the AVTS school district contacts
24. Update POS system with student information from the ECTS student information system

Other Duties

25. Maintain communication with Cafeteria Manager regarding daily operational needs including use of email and telephone messaging
26. Process ECTS meeting and outside special event request forms and invoices
27. Set-up for ECTS meetings as requested
28. Complete Annual Food Service Student Satisfaction Survey
29. Perform other cafeteria duties as may be required

BARGAINING UNIT CLASSIFICATION: F-2

TERMS OF EMPLOYMENT: 182 days, school year, not to exceed 24 hours/week

I have reviewed the above job description and analysis and understand the requirements of the position _____
(Initials).

Employee

Date

Created: 6/98

Revised: 2/06