

ROLES AND RESPONSIBILITIES OF CAFETERIA MANAGERS SUMMER HARVEST OF THE MONTH PROGRAM

The Cafeteria Manager plays a key role in implementing the *Network* Program. For a school to participate in the *Network*, the Cafeteria Manager must agree to be part of the school's Leadership Team. As part of that Leadership Team, he/she will plan, participate in and help to implement nutrition education activities at the school. The following is a list of the key responsibilities of the Cafeteria Manager:

Implementation of the Harvest of the Month Program

Upon receiving Harvest of the Month (HOTM) packet containing the HOTM newsletters and HOTM Produce Order form:

- Plan with the Lead Teacher to determine delivery date of produce. Place the HOTM order early, preferably no later than the second week of each month.
- Fax a copy of the HOTM Produce Order form to the *Network* office after placing the produce order.
- Communicate with the Lead Teacher upon the arrival of the produce, so that he/she can coordinate delivery to the classroom.
- File a copy of your HOTM Produce Order form with your *Network* documentation.
- Call food order desk and the *Network* office if there is a problem with the produce.
- Alert Lead Teacher and the *Network* of any problems.
- Also, keep HOTM Produce Order forms for EECs, if applicable. (This is if you are a parent school to an EEC.)

Compensation

All personnel expenditures will be inputted by the *Network* office.

- Complete pay forms for additional time and/or overtime for *Network* related work. This is for work performed outside of your regular paid time.
- Submit pay form to the Lead Teacher for approval. Pay forms should then be submitted to the *Network* office.
- Pay reported must be based on the approved budget for the Summer Harvest of the Month Program.
- Pay forms should be submitted as soon as work has been completed. All pay forms must be submitted by August 28, 2009.