

Summary:

Management Role of Head of Canteen in Elementary School

In this work I have investigated managerial role and duties of head of school canteen, which is a part of elementary school. At the beginning, theory of middle management is described, based on the literature survey.

The theory is focused on middle management role, duties, and responsibilities, which are compared to those of head of school canteen. Large survey among heads of catering in elementary school was executed in Vysocina shire. The statistical analysis of gathered data revealed differences in management roles and lifelong education of heads of catering. The amount of management duties and management education is primary influenced by school director and their willingness to delegate authorities. Surprisingly, almost one half of heads of school canteen do not participate in financial planning of operational expenses and one third of them is not aware of financial budget to salaries in school canteen.

The results suggest that further lifelong education is need for heads of school canteen and in general provide valuable information for school founders, school directors, or other organizations in education.