

# Food and Nutrition Services Description

## *Food Service Assistant Manager*

### Descriptors

**Position Title:** Food Service Assistant Manager  
**Position Classification:** Level II Food Service  
**Exempt Status:** Non-Exempt  
**Supervisory:** No

**Department:** Food and Nutrition Services  
**Reports To:** Director of Food Service  
**Revision Date:** July 2019

**Approval:** \_\_\_\_\_  
 (Executive Director of Human Resources)

**Approval:** \_\_\_\_\_  
 (Superintendent)

### Job Summary

Responsible for preparing food to be served to students by complying with all applicable sanitation and health standards and following established food production programs and procedures. Assist in providing work direction to Food Service employees.

### Essential Duties and Responsibilities

#### **35% Food Preparation and Planning**

- Pan, cook and store food
- Prepare food and follow recipes, special diets included
- Ensure proper temperatures of food
- Adjust the quantity of food prepared
- Order food and supplies

- Prepare and record money and checks
- Prepare day end report
- Record data for production records
- Receive, stock and store food and supplies
- Properly store food and supplies
- Follow health department, USDA, local, state and federal guidelines

#### **30% Point of Sale (POS)**

- Enter purchases into POS
- Receive money and enter into their lunch/pin account, make change as necessary
- Verify accounts and check for reimbursable meals
- Serve food
- Replenish serving lines
- Take temperatures of food and record
- Greet customers and promote food service programs

#### **5% Program Responsibility**

- Assist in coordinating and overseeing daily completion of building food service activities
- Train food service employees
- Educate and communicate nutrition education to students, staff, parents and community members
- Assume responsibility of Food Service Manager as needed
- Follow and ensure staff comply with health department, USDA, local, state and federal regulations

#### **15% Set up and take down**

- Set up line with food, condiments, utensils, napkins, beverages and trays
- Prepare sanitation materials
- Set up and breakdown point of sale
- Clean and sanitize areas
- Sweep and pick up floor mats
- Wash dishes
- Update program and menu signage

#### **5% Professional Development**

- Attend in-services, workshops, building and department meetings

**Perform other duties as assigned or requested.**

#### **10% Recordkeeping and Reports**

- Record temperatures of food and equipment
- Record sanitation measurements

## Work Requirements and Characteristics

### Education/Certification Requirement:

- High School Diploma or equivalent
- Obtain Level 3 certificate from School Nutrition Association within 90 days of hire

### Experience:

- 3 years of school food service experience preferred

### Essential skills required to perform the work:

- Ability to read, write and comprehend advanced written and verbal instructions
- Health and nutrition knowledge
- Ability to add, subtract, multiply and divide in all units
- Basic computer skills
- Ability to set priorities and deadlines
- Ability to give work direction to other employees
- Ability to work in a team environment
- Problem solving skills

### Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates small and large food service equipment
- Utilizes computers, POS, cash machine, calculators, department and District software programs

## Physical and Mental Requirements

### Physical Job Requirements:

- Position involves regularly lifting up to 25lbs, frequently lifting up to 40lbs and using assisted lifting techniques for anything over 40lbs
- Position involves standing for extended periods of time
- Position involves stooping, reaching, bending, twisting and climbing
- Position involves repetitive motion
- Position involves listening, speaking clearly and visual acuity
- Position involves using your senses to distinguish smells and temperatures

### Mental Job Requirements:

- Position requires working under time pressures and meeting deadlines
- Position requires handling multiple tasks at once while dealing with constant interruptions

- Position involves overcoming difficult situations when interacting with customers and meal choices or POS problems
- Position requires repetitive activities
- Position requires maintaining concentration and attention to detail
- Position requires handling conflict resolution and emergency situations
- Position requires flexibility in job duties and responsibilities

### Hazardous Working Conditions:

- Exposure to varying temperatures
- Slippery floors
- Moving mechanical parts
- Exposure to noise from equipment and students
- Exposure to airborne pathogens
- Exposure to cleaning and caustic chemicals
- Potential of electrical shock
- Potential injury from equipment

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.