

**CAROLINE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**Job Description: Food Service Assistant Manager**

<b>JOB TITLE:</b> Food Service Assistant Manager	<b>LOCATION:</b> To Be Determined
<b>IMMEDIATE SUPERVISOR:</b> Food Service Manager	<b>WORK SCHEDULE:</b> 10-M - 183 days Days - 7 Hrs. <b>PAY GRADE:</b> 204
<b>SPECIAL REQUIREMENTS:</b>	<b>FLSA STATUS:</b> Non-Exempt
<b>EDUCATION/EXPERIENCE:</b>  1. High School diploma or GED minimum, some college or industry training preferred. 2. Sanitation Certification Class (ServSafe) Certificate or its equivalent, or able to obtain within 3 months. 3. In-depth knowledge in volume food preparation and commercial food equipment operation. 4. Experience and skill in supervising, scheduling, training, and evaluating cafeteria personnel. 5. Abilities to communicate and cooperate with staff, students, faculty, and administration. 6. Basic ability to control and account for daily receipts, inventories, and daily and monthly reports. 7. Knowledge in purchasing, basic nutrition, and food preparation. 8. Some experience in high volume cashiering. 9. Minimum two (2) years' experience working in volume food service, schools background preferred	

**SUMMARY:**

- To ensure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of students.
- Supervises: School Food Service Workers, including substitutes assigned to specific location.

**ESSENTIAL DUTIES:**

- Assists with plans, supervises, directs, and participates in the preparation and serving of all food in the cafeteria
- Accounts for the security of food and supplies
- Supervises the storage and care of foods and supplies

- Accounts for the security of revenue from cafeteria services until it has been turned over to proper authorities
- Ensures that menus developed by the school food service manager are followed without deviation
- Oversees and participates in the cleaning of kitchen, serving, storage, and dining areas
- Assigns, directs, plans and supervises the work of school food service employees
- Maintains and ensures the accuracy of employee time records
- Plans work schedules and secures substitutes when needed
- Instructs new school food service employees in performing their assigned tasks
- Directs sanitation procedures in accordance with state and local boards of health
- Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes
- Accounts for the safety and proper working condition of all equipment in the cafeteria area and notifies the appropriate authority when repairs or replacements are needed
- Maintains records on food and supplies received and used
- Maintains the highest standards of safety and cleanliness in the kitchen
- Orders on a weekly basis all necessary supplies
- Reports immediately to the principal and the school food service manager any problems, hazards, or accidents occurring in the kitchen or the cafeteria premises
- Reports to the school food service manager any faulty or inferior quality food which is received
- Perform related duties as required by the school food service supervisor, including duties at special meal functions and cashiering duties

#### **EVALUATIONS:**

Performance on the job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.