



**Food Service Assistant Manager**

**Terms of Employment: 10-months**

**Exemption Status: Non-Exempt**

**Salary: \$18,345 - \$33,798**

## **EDUCATION, QUALIFICATIONS AND WORK EXPERIENCE**

- High school diploma or equivalent required.
- A minimum of three years experience in food service.
- Ability to successfully perform duties and responsibilities listed below.
- Ability to maintain confidential information.
- Knowledge of meal production, planning, scheduling, safety and sanitation.
- Ability to complete the functions of the manager in his/her absence, or when needed.
- Good verbal communication and human relations skills.
- Knowledge and ability to work with a variety of chemical and cleaning agents.
- Must be ServeSafe certified within 12 months of assuming position.
- Ability to manage cash, labor, food, supplies and food service equipment within a fixed budget, while maintaining sanitary and safe conditions in the kitchen and cafeteria.
- Must be able to lift, handle and carry items weighing up to 50 pounds. Ability to stand on hard flooring for extended periods of time. Must be able to perform tasks for extended periods of time that involve repetitive motion. Must be able to work in varying temperatures.
- Experience supervising and participating in the preparation and service of food and beverages for students and adults.
- Ability to use the computer to communicate, prepare reports and financial records, and purchase food from vendors online.
- Ability to operate in accordance with the USDA - FNS Child Nutrition Program regulations.

## **ESSENTIAL JOB FUNCTIONS**

- Follows prescribed procedures to protect the anonymity of students who qualify for free and reduced priced meals.
- Verifies all invoices for bid prices, unit prices, extensions and totals. Keeps perpetual inventory records of purchased foods. Checks food deliveries into the school, signs vendor invoices only after each order has been verified for quantity and quality. Stores all refrigerated and frozen foods within one hour to insure food quality and safety.
- Places orders for purchased foods using economical buying practices. Requests USDA donated foods and utilizes them in menus. Orders cleaning and paper supplies.
- Keeps record of all foods including individual receipt forms and perpetual inventory records. Turns in inventory monthly to the Central Food Service Office. Keeps daily records of participation. Keeps a complete and accurate file system.
- Maintains high standards of cleanliness and safety in the cafeteria. Is knowledgeable of sanitary food handling and storage procedures, and ensures that these procedures are followed.
- Participates in Food Service Manager's meeting as scheduled, in-service meetings and workshops. Keeps informed by reading professional publications.

- Prepares food as specified on menus, assuring standardized recipes, approved price schedules and portion controls are followed.
- Assigns work schedules to employees. Supervises work of employees, and provides on the job training. Manages personnel fairly to help prevent grievances, while promoting teamwork and efficient production. Keeps a written record of employee's attendance. Ensures that employees meet Health Department requirements. Supervises and instructs food service personnel in the safe, proper and efficient use of all kitchen equipment.
- Cooperates with the principal and faculty to promote the Food Service Program. Promotes a positive public image of the Food Service Program in the community.
- Completes any pre-preparation of food for the day. Checks daily lunch count sheets. Ensures proper portioning and serving utensils. Completes required paperwork each day, as well as required daily reports and Food Service Logs.
- Informs manager of any problems or difficulties and provides recommendations.
- Maintains temperature of hot foods above 140°F, in warmer, steam table or oven. Maintains temperatures of cold foods below 40°F. Checks and records temperatures of food according to Daily Temperature Logs.
- Maintains food service personnel time sheets and payroll reports.
- Checks on operation of equipment, reports equipment repairs needed. Requests replacement of equipment and prepares work orders, as needed.
- Keeps up-to-date equipment operating instructions and warranties.
- Implements security measures to prevent vandalism and theft of supplies, equipment and cash.
- Understands and enforces proper cash handling procedures.
- This position is responsible for the above duties and responsibilities and others related to this position as determined by the Food Service Manager.

## **ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS**

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.