

Position Title:	Food Services Assistant Manager	PCN:	
Department/School:	Nutrition Services	Location/Address:	Varies
Reports to(Title only):	Food Services Manager	Work Hours	am to pm
Salary/Position Category:	<input type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input checked="" type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher		
Position type/ Grade (to be completed by HR)	A13	Position # of days	183
Travel Required	Some travel may be required throughout the district (minimal)	FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

Job Description

JOB PURPOSE/REASON:

To perform and supervise general food preparation and cooking duties; serving food; cleaning kitchen; running the point of sale system, which includes collecting money; and to perform the manager's duties if the manager is absent.

REQUIRED QUALIFICATIONS:

EDUCATION: High School Diploma or Equivalent Associate's Degree Bachelor's Degree
 Master's Degree Other

EXPERIENCE & TRAINING:

Two years experience in food preparation and service

LICENSING/CERTIFICATION:

Must hold ServSafe Food Safety Manager Level Certification.
This certification must be maintained throughout employment in this position.
Must hold valid SC Drivers License.

OTHER SKILLS/REQUIREMENTS:

PREFERRED QUALIFICATIONS:

N/A

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers
Indirect Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

85% of Time

- * Assists in the preparation and serving of meals, insures portion control;
- * Insures that standards of sanitation and cleanliness are maintained;
- * Assists with the ordering of food and supplies;
- * Insures that daily schedules are maintained and followed;
- * Is able to receive food and supply deliveries and check them against the market order;
- * Collects money and handles point of sale meal transactions from all students;
- * Insures that proper quantities of food are prepared and served using USDA standardized recipes;
- * Record all food usage and able to interpret a production schedule;
- * Monitor meal pattern requirements and meal count procedures;
- * Maintain clean and sanitary work areas and storage areas including: dish room, sinks, stoves, ovens, small wares, etc.;
- * Responsible for safety and proper sanitation and the proper use of chemicals in the cafeteria, kitchen, and dish room area;
- * Has knowledge of operation/maintenance of all equipment;
- * Follows work schedule and cleaning schedule as prescribed by food services manager;
- * Assists manager with all accounting procedures;
- * Performs other related duties as assigned by nutrition service manager.

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

SECONDARY POSITION RESPONSIBILITIES

15% of Time

- * Assists manager with all phases of program operations;
- * Supervises the food service activity including the cooking and serving of food and the cleaning of the food service area;
- * Supervises the food preparation activities of cooks and operators;
- * Attends meetings in the absence of the manager;
- * Serve as manager when nutrition service manager is absent from work.

Performs additional duties as assigned.

PHYSICAL/MENTAL REQUIREMENTS:

- *Must be able to lift up to 50 lbs.
- *Must be physically able to operate variety equipment including computers, copiers, fryers, ovens, steamers, various mixers, slicers, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- *Must possess strength, stamina and mobility to perform physical work in hot and cold environments inside of kitchens.
- *Must possess skills to meet deadlines for time sensitive projects.
- *Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head	Jermaine Shaw, Ph.D., Director	Date	August 2024
Associate/Chief/Executive Director	Angela McLaughlin, Executive Director	Date	August 2024
Superintendent (if applicable)		Date	
Human Resources		Date	