



Crandall Independent School District

Job Description

Job Title: Assistant Cafeteria Manager

Wage/Hour Status: Non Exempt

Reports To: Director of Food Service

Date Revised: September 16, 2024

Dept./School: Campus Assigned

Primary Purpose:

Responsible for assisting with on-site leadership of campus child nutrition operations. Ensure appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by central office administration. Ensure all operations follow safe food handling standards.

Qualifications:

Education/Certification:

High school diploma or GED

Certified Food Manager (CFM) (Must obtain within 2 months of being hired/ promoted)

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation

Knowledge of food handler safety

Ability to manage personnel

Effective organizational, communication, and interpersonal skills

Experience:

Prefer Two (2) years' experience in K12 food service operations

Major Responsibilities and Duties:

Cafeteria Management and Food Preparation

1. Assist with development of work schedules, assign work to campus child nutrition workers, and oversee completion of duties.
2. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
3. Work cooperatively with campus principal and manager to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.

Safety and Sanitation

4. Ensure food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.
5. Operate tools and equipment according to prescribed safety standards and follow established procedures to meet high standards of cleanliness, health, and safety.
6. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
7. Follow established procedures for locking, checking, and safeguarding facilities.

- Maintain daily temperature logs as outlined in HAACP, which includes all kitchen equipment and all prepared foods throughout the preparation process. Alerting Food Service Director /Food Service Coordinator of any time and temp discrepancies.

Inventory and Equipment

- Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.
- Conduct regular physical equipment and supplies inventory as directed by the manager.

Policy, Reports, and Law

- Assist manager to compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.
- In the absence of the manager, review and submit accurate time and attendance records for payroll reporting purposes.
- Complete annual continuing education requirements.

Other

- Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the work and issue work assignments to campus child nutrition workers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15-44 pounds)

Environment: Work inside commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date