

Posting: *Vacancy Announcement*

Position Title: Food Service Assistant Manager

Start Date: 2026-2027 School Year

Immediate Supervisor: Food Service Manager

Pay Scale Level: Salary Class F

Days: 185

Minimum Qualifications/Requirements:

- Minimum of 1 year of experience in school cafeteria or equivalent.
- Minimum of High School Diploma.
- Successfully complete the Basic Skills test.

Selected Candidates must have the ability to:

- Assists in providing leadership and supervisory assistance in the direction, administration, and maintenance of the School Nutrition Program.

Essential Duties:

- Prepares, cooks, serves, and stores food in accordance with accepted institutional procedures.
- Assists with coordinating local school personnel in maintaining a sound financial program in record keeping procedures, purchasing and storage of foods to uphold Federal, State, and County policies; Assists in supervising the purchase of food, supplies, and equipment for local schools.
- Assists in monitoring food service operations to ensure that Federal, State, and local laws and policies are being met, including but not limited to, the areas of food preparation and service, sanitation and safety, record keeping and organization; Assists in interpreting Federal, State, and local policies to principals and managers.
- Assists in training staff in implementation of regulatory requirements and use of USDA tools, as directed.
- Assists in coordinating local school operations by standards to ensure nutritionally sound programs;
- Assists in monitoring and completing required reviews to document each program's compliance with United States Department of Agriculture regulatory requirements, State laws and Board policies.

- Assists in serving as liaison between the School Nutrition Department and School Principal.
- Communicates effectively and promotes good public relations with students, teachers, and administrators.
- Works with peers/supervisors in tactful, considerate, and cooperative manner and assists others when needed.
- Performs other duties as assigned by the appropriate administrator.

This job description is intended to serve as a summary of the primary responsibilities and qualifications for this position. It is not intended as inclusive of all duties an individual may be asked to perform while in this position or of all qualifications that may be required now or in the future.

Application Deadline:

Open until filled*

**Please note that the application deadline date is for the convenience of the District.*

We reserve the right to extend the deadline.

Application Procedure:

All interested persons should submit an application, resume and complete credential packet **online** at www.applitrack.com/florence/onlineapp or complete the classified application.

Angelia Scott, Director of Human Resources

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Florence School District Three is an Equal Opportunity Employer