

FORSYTH COUNTY SCHOOLS

Position: Food Service Assistant Manager

Calendar: 185-day

Date Posted: July 18, 2024

FLSA Status: Non-exempt

Location: School Based

Retirement: PSERS

Department: Food & Nutrition

SUMMARY: Under the supervision of the school nutrition manager and the principal, implements all aspects of Forsyth County School System's (FCSS) school nutrition program.

SUPERVISORY RESPONSIBILITIES: Indirectly supervises classified personnel under the direction of the school nutrition manager. Performs supervisory responsibilities in accordance with the school system's policies and applicable laws.

QUALIFICATIONS:

The incumbent must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. The incumbent must demonstrate prompt and regular work attendance. Absences must be authorized by the incumbent's supervisor in accordance with school system procedures. The incumbent must post a passing score on the Assistant Manager Assessment, meet all Health Department regulations, and satisfy all relevant Georgia Department of Education requirements.

PERFORMANCE FUNCTIONS	ESTIMATED FREQUENCY
ESSENTIAL FUNCTIONS (Other Professional Duties May Be Assigned)	
Assigns, supervises, plans and inspects work of staff	30%
Assists in preparation, transportation and serving of food to students	30%
Provides administrative support to central office food service department	15%
Maintains accurate records related to production, purchases, invoices, etc.	15%
Trains staff in proper food preparation and serving techniques	10%
SECONDARY FUNCTIONS (Other Professional Duties May Be Assigned)	

KNOWLEDGE, SKILLS & ABILITIES:

May require:

Knowledge of personnel management and training; nutrition and nutritional value of foods; food handling preparation, service, safety; sanitation; cash management; and all related and established policies and procedures.

Skill in effective oral and interpersonal communication; food preparation and disposal; inventorying and ordering food service supplies; identifying equipment problems and submit appropriate service requests; time management; record keeping; basic mathematics.

Ability to establish and/or implement sanitary practices for food handling; general cleanliness, and maintenance of kitchen and dining areas; use relevant computer applications; maintain confidentiality; prioritize assignments; manage multiple tasks simultaneously; read and follow directions; lift at least 30 lbs.; meet all safety regulations; and stand for periods of three (3) hours without breaks.

EDUCATION AND/OR EXPERIENCE:

High school diploma or state approved high school equivalency required.

Minimum of one (1) year experience in a supervisory role in a food service operation; **and/or**

Completion of the Georgia Department of Education Training-in-Depth core courses 1-4 required.

CERTIFICATES, LICENSES, PERMITS:

Forsyth County Food and Nutrition Manager in Training (MIT) must be successfully completed in the first semester of employment. ServeSafe Certification must be obtained within 90 days of employment and valid throughout duration of employment [Renewal every five (5) years].

Orientation for Nutrition Employees training must be successfully completed in accordance with Georgia Department of Education requirements.

PERFORMANCE FACTORS:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position.