

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ASSISTANT CAFETERIA MANAGER - ELEM, MIDDLE, HIGH SCHOOL, SPECIAL SCHOOLS SCHOOL NUTRITION SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and administrative work directing operations of an assigned school cafeteria responsible for serving nutritious and attractive meals in a clean and caring atmosphere in compliance with United States Department of Agriculture and other federal, state, and local rules and regulations. Employee must exercise considerable independent judgment and initiative in planning, developing, coordinating, and overseeing physical and human resources needed to effectively prepare and serve nutritious meals in pleasant eating environments. Employee is responsible for assisting the manager with assigned tasks. Employee is responsible for assisting the manager with developing and supervising a team of skilled and professional cafeteria staff members, including performance of all routine personnel administration functions. Reports to the Cafeteria Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS

Assist Cafeteria Manager to supervise all food production activities to ensure a fiscally sound program. Assist with plans, implements, and assist with maintaining and supervising operation of an assigned school cafeteria for preparation and service of meals and other foods using batch cooking or other established procedures.

Follows and ensures adherence to established Schools, local, state and federal regulations and requirements as well as sanitation, food production and nutritional guidelines. Follows established procedures and ensures adherence to procedures and standards which are in agreement with these regulations, requirements and guidelines.

Ensures administration of federal meal programs in accordance with local, state and federal rules and regulations.

Adheres to established procedures for collection, reporting and accounting of fees for purchase of meals and other food products.

Serves meals on time; provides quick, pleasant service to customers.

Assist with Cafeteria Manager to determine amount of food necessary for preparation of daily meals; determines and maintains proper inventories of necessary food supplies and materials and may prepares requisitions and/or orders; checks deliveries to ensure compliance with orders, and may contact appropriate persons to resolve discrepancies, as necessary. Assists with maintaining financial integrity for their cafeteria operation.

ASSISTANT CAFETERIA MANAGER - ELEM, MIDDLE, HIGH SCHOOL, SPECIAL SCHOOLS

Assist with the preparation of production reports; ensures that staff follows standardized recipes and proper food production procedures; ensures that sufficient quantities of food are available for customers; obtains and records amount of food items prepared, served and discarded each day.

Ensures that HACCP, and TPHC procedures are followed by all personnel to ensure safe food preparation and service of all menu and a la carte items.

Maintains the cleanliness and organization of food production and storage areas; conducts monthly physical inventory of food and supplies.

Trains new employees to cashier, cook, and serve.

Completes and submits correct required reports, activity records, documentation and surveys; submits accurate invoices, inventories, market orders, participation records and other records on time.

Assist Cafeteria Manager to oversee uses of kitchen equipment, establishing and overseeing adherence to cleaning schedules, and assists in development and implementation of kitchen floor plans and layout to improve ease of operations and efficiency.

May utilize a computer using current software to order all foods and supplies according to established specifications and procedures when needed. Inputs data and generates various daily, weekly and monthly computer reports, such as cash and other financial reports, purchase orders, inventories, free and reduced rosters and meal participation; verifies cash and checks received; monitors and collects charge balances; prepares and makes bank deposits.

Assist Cafeteria Manager with administering federal Free and Reduced-Price Meal Program in accordance with local, state and federal rules and regulations.

Assist Cafeteria Manager to assign, direct and supervise cafeteria staff, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; and provides fair, timely feedback regarding performance strengths and weaknesses.

May complete daily work schedules for all cafeteria staff, ensuring that all team members' work is appropriate.

Assists in the preparation and service of breakfasts, lunches and other foods, as appropriate.

May supervise meal production and delivery of meals to students at locations without an open kitchen, i.e. early/middle college high schools, alternative schools and schools under new construction and/or during a renovation process.

Attends approved food safety and sanitation training and must pass required test on training material to meet standards for health department certification credit.

Attends scheduled meetings, reads memos and other correspondence and communicates appropriate information to cafeteria staff in a timely manner. At the manager's discretion, the

ASSISTANT CAFETERIA MANAGER - ELEM, MIDDLE, HIGH SCHOOL, SPECIAL SCHOOLS

employee may inform staff of changes needed to facilitate training and to improve program effectiveness.

Employee must follow workplace safety procedures.

Employee fills in for Cafeteria Manager in the event of planned absence of the cafeteria manager, unplanned absence of the cafeteria manager, or an extended leave of absence of cafeteria manager.

Must be cross trained to work as a Cashier, Cook, and Server. The daily assignment can change at the manager's discretion based on the needs of the business. Will fill in for an employee in lieu of hiring a substitute.

ADDITIONAL JOB FUNCTIONS

Attends workshops, classes, lectures, etc., as directed and completes Vector Training (or District Equivalent), to enhance and maintain knowledge of food services.

Employees should be willing to stay late or make reasonable efforts to adjust their schedule in the event of a late truck or delivery, as part of supporting team operations.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by training in culinary arts, food service management, home economics, nutrition or a related field, and 3 to 5 years of experience in the preparation of food in quantity lots, including supervisory experience and preferably in an institutional setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Work requires use of a personal computer on a daily basis to process, record and transmit data.

SPECIAL REQUIREMENTS

Managers must pass required test on training material to meet standards for health department certification credit. Managers who do not pass the initial test will be given an opportunity to retrain and be retested once. Failure to pass the test a second time will result in the employee being relieved of this position.

Must possess a valid North Carolina driver's license and maintain a good driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug related offense.

ASSISTANT CAFETERIA MANAGER - ELEM, MIDDLE, HIGH SCHOOL, SPECIAL SCHOOLS

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of commercial equipment including ovens, steamers, combi ovens, braising pans, and all types of kitchen utensils and tools pertaining to food service, etc. Must be able to lift up to 50 pounds on occasion, exert up to 25 pounds of force regularly, or 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light Work. Must be able to stand for hours. Must be able to bend, twist, lift, stoop, reach overhead to perform assigned tasks.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Requires the ability to receive instructions, assignments or directions from superiors. Requires the ability to work cooperatively with coworkers to complete group tasks and to serve customer needs.

Language Ability: Requires the ability to read and understand a variety of correspondence, menus, recipes, work schedule and productions sheets, etc. Requires the ability to prepare simple reports, logs, and lists. Requires the ability to speak to people with poise, voice control, self control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to correctly utilize mathematical formulas while following standardized recipes; to add and subtract; multiply and divide; to work with fractions, utilize decimals and percentages, and to complete their time sheet correctly.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using kitchen equipment. Requires the ability to use two hands simultaneously to pan food items and otherwise increase work speed.

Manual Dexterity: Requires the ability to handle a variety of items such as kitchen equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

ASSISTANT CAFETERIA MANAGER - ELEM, MIDDLE, HIGH SCHOOL, SPECIAL SCHOOLS

Interpersonal Temperament: 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. Must be courteous and respectful of coworkers and customers.

Physical Communication: Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Employees should wear all prescription glasses and hearing aids when necessary to perform work assignments in a safe atmosphere. Store and take prescribed medication appropriately.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of food service administration, team building, and customer service.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the methods, tools, techniques and practices of sanitation, food preparation and food storage, HACCP and TP HC.

General knowledge of the principles of bookkeeping and accounting of funds.

General knowledge of current literature, trends and developments in the field of food service administration.

Knowledge of USDA meal pattern and dietary guidelines and rules and regulations regarding federal meal programs.

Knowledge of federal, state and school system regulations and requirements regarding bookkeeping and accounting of funds collected in school cafeterias.

Knowledge of the maintenance needs of large kitchen equipment. Knowledge of the use of a computer to process, record and transmit data.

Skilled in motivating staff to follow school, local, state and federal rules, regulations, policies and procedures and in ensuring that staff members meet expectations.

Skilled in leading staff to provide quality meals and friendly service appropriate to a public school environment.

Generally skilled in conflict management and able to confront subordinates who do not follow policies and procedures in a timely manner to avoid larger conflicts requiring intervention later.

Skilled in allocating and organizing physical and human resources needed to effectively prepare and serve nutritious meals in a pleasant eating environment.

Skilled in projecting amounts of food to be prepared based on previous school history and to order sufficient quantities of necessary ingredients.

ASSISTANT CAFETERIA MANAGER - ELEM, MIDDLE, HIGH SCHOOL, SPECIAL SCHOOLS

Skilled in maintaining complete and accurate records and in developing simple reports from those records.

Ability to comprehend written and verbal correspondence and to respond appropriately. Ability to plan and implement operational policies, procedures and standards.

Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.

Ability to plan and write employee work schedules for daily production using knowledge of considerable food production practices to determine time needed for each task.

Ability to record meals and sale of food items on point-of-sale software provided. Ability to pass all food safety course requirements.

Ability to exercise independent judgment and to use initiative when responding to emergencies, resolving problems and making improvements in the cafeteria operation.

Ability to build team spirit, inspire cooperation in others and to encourage team members to accomplish work assignments even under difficult conditions.

Ability to communicate effectively both orally and in writing.

Ability to evaluate products and services used in school system cafeterias.

Ability to exercise tact, courtesy and firmness in frequent contact with co-workers, vendors, customers and subordinates.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.