

Assistant Manager - NS High School

Purpose Statement

The job of Assistant Manager – Nutrition Services High School is to assist and support the Nutrition Service Manager with daily operational and financial responsibilities in accordance with federal, state, and local regulations. Assistant Manager – Nutrition Services High School will also assist cafeteria workers with food preparation, meal service, confirming quantities and quality of food items are available for use and complying with mandated USDA School Breakfast Program (SBP) and National School Lunch Program (NSLP) meal pattern regulations and all health requirements.

Essential Functions

- Assist with the preparation and cooking of food according to the menu using Gilbert Public School Food and Nutrition Services standardized recipes.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work.
- Assist the manager with training food service workers.
- Supervise food service personnel at the direction of the Food Service Manager.
- Help serve food and beverage items for the purpose of meeting mandated nutritional and health requirements.
- Assist with receiving, storage, inventory and production of food at the direction of the Manager.
- Assist manager with site operations (for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional and health requirements.
- Monitor food service equipment and report problems to the Manager.
- Assist manager with reports and documents (e.g. production records, inventory reports, reconciliation reports, cash summary, payroll sheets, etc.) for the purposes of providing written support and/or conveying information.
- Follow money handling procedures- (i.e.-enter prepayments, count money daily with manager)
- Operate POS and run WebSmart daily reports without help from the manager at least once a week.
- Place orders at least once a month.
- Assume responsibility of operation of the food service program in absence of the manager.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Minimum Qualifications

Mental Requirements

Learning Development- Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 2 Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noise, temperature extremes, etc

Accountability

Level of Accountability -Level C Responsible for performing work requiring advanced job skills and for responding to work situations within minimum guidance or direction.may be responsible for training and guiding others, and/or reviewing their work. senior level contributor, lead person, or working supervisor.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High School diploma or equivalent

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. Must obtain and maintain a valid Maricopa County Food Handler's Certificate.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 109

Work Calendar: Support Nutrition Service All Asst Managers (179 workdays)