

**KEMPER COUNTY SCHOOLS
JOB DESCRIPTION**

ASSISTANT DIRECTOR OF CHILD NUTRITION/CAFETERIA MANAGER

TITLE: Assistant Director of Child Nutrition/Cafeteria Manager

QUALIFICATIONS: A Bachelor's Degree from an accredited four-year college or university including a minimum of nine (9) hours in food and nutrition or food systems management, and six (6) hours of educational administration, business, management or accounting.

Ability to organize, delegate, instruct, train, supervise, and evaluate personnel.

Ability to accurately determine food requirements by using recipes.

Physical fitness and emotional stability to carry the responsibilities of the job, which will include heavy lifting.

Prepare and maintain necessary records.

Knowledge of computer applications and data entry.

Must be flexible to work at each site.

Must be ServSafe Certified

REPORTS TO: Food Service Director/Superintendent

JOB GOAL: To ensure the efficient implementation of the Food Service Program in compliance with the Mississippi State Department of Education and the local school board by planning, organizing and administrating all phases of the food service operation.

Performance Responsibilities:

Office

1. Performs data entry of free and reduced meal applications.
 - a. Maintains files.
 - b. Notifies parents of application status.
 - c. Verifies roster with cashiers as changes occur.
2. Performs data entry of daily participation from each site.
3. Calculates food, supplies, and commodity inventories each month
4. Trains and assists with food ordering.
5. Requisitions office and general supplies for cafeterias.
6. Assists in training of new employees and substitutes.
7. Performs other duties as assigned by food service director.

School

1. Assists food service director with special functions, which may include a flexible and/or split schedule to meet the need of the function.
2. Serves as cashier as needed.
3. Works as manager as needed.
 - a. Assists with documenting information in the production book.
 - b. Supervises of employees to include proper handling and storing of food.
 - c. Receives and verifies deliveries.
 - d. Inspects and locks all areas of the kitchen at the end of the day.
4. Works as staff employee or as directed by food service director,
5. Trains and assists in food ordering.

6. Participates in all in-service meetings and trainings.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation.

*Additional duties may be assigned by Administrator/Supervisor/Director.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

NOTE: Meets the FLSA requirement for non-exempt employees.