Job Title: Student Nutrition Assistant Manager
Reports to: Director of Student Nutrition
Dept./School: Student Nutrition Department

Wage/Hour Status: Non-Exempt
Pay Grade: SN 3
Date Revised: 5/15/2012

Primary Purpose:

Assist the Student Nutrition Manager in order to learn how to supervise, train, and manage campus food service operation; ensure that appropriate quantities of food are prepared and served; meet time constraints set by menu requirements established by Central Office administration; and meet health codes.

Qualifications:

Education/Certification:
High school diploma or GED
Food manager certification

Special Knowledge/Skills:
Knowledge of methods, materials, equipment, and appliances used in food preparation
Ability to manage personnel
Effective planning and organizational skills

Experience:
Completion of a sanitation course before or during the first year as manager
Three years experience in institutional food service operations

Major Responsibilities and Duties:

Student Nutrition Management

1. Assist the Student Nutrition Manager produce and maintain work schedules and production records.

2. Assist the Student Nutrition Manager direct daily activities in kitchen.

3. Assist the Student Nutrition Manager maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.

4. Work cooperatively with student nutrition manager to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.

5. Assist the Student Nutrition Manager supervise and train employees at campus level, promoting efficiency, morale, and teamwork.

Policy, Reports, and Law

6. Assist the Student Nutrition Manager ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
7. Assist the Student Nutrition Manager maintain accurate reports of daily and monthly financial, production, and activity records.

8. Assist the Student Nutrition Manager maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Safety

9. Assist the Student Nutrition Manager ensure that food items are stored in safe and hazard-free environment.

10. Assist the Student Nutrition Manager establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.

11. Assist the Student Nutrition Manager maintain safe work environment.

Inventory and Equipment

12. Assist the Student Nutrition Manager ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.

13. Assist the Student Nutrition Manager maintain logs on all equipment maintenance required within campus food service department.

14. Assist the Student Nutrition Manager perform preventive maintenance and report needed equipment repairs.

15. Assist the Student Nutrition Manager recommend replacement of existing equipment to meet department needs.

16. Assist the Student Nutrition Manager conduct monthly physical equipment and supplies inventory.

Other

17. Assist the Student Nutrition Manager screen, select, and train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.

Supervisory Responsibilities:

Assist the Student Nutrition Manager supervise and evaluate Student Nutrition Specialists assigned to campus kitchen.

Equipment Used:

Large and small kitchen equipment to include electric slicer, mixer, pressure steamer, sharp cutting tools, oven, dishwasher, and food and utility cart.

Working Conditions:

Mental Conditions/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.
The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.