



MONROE COUNTY SCHOOLS

Committed to Excellence • Focused on Success

**Monroe County Schools
JOB DESCRIPTION**

TITLE: Assistant Manager Job Description

PAY TYPE: Classified, Non-exempt

CONTRACT/WORK YEAR: 183 Days

REPORTS TO: School Nutrition Manager

PRIMARY FUNCTION: To assist with ensuring high standards of nutrition, nutrition education, food production, and student services.

MINIMUM REQUIREMENTS:

- Must have previous food service experience.
- High school diploma or GED.
- Communication and supervisory skills to manage people effectively.
- Able to follow written and oral instructions.
- Must exhibit good habits of cleanliness and personal hygiene.
- Must be able to work in physically demanding conditions: high noise level, extreme heat, extreme cold, and regular standing/walking on hard floors for 6-7 hours per day.
- Must be able to talk, hear, see, stand, walk, bend, stoop, sit, climb, and lift items of approximately 40 pounds throughout the workday.
- Must have considerable knowledge of computer basics.
- Meet state and local requirements concerning fingerprints and criminal background check.
- Any other routine physical activities required to fulfill job responsibilities.
- Any alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable.

ESSENTIAL JOB DUTIES:

Strategic Objective I – Attaining High Student Achievement & Success

- Perform assigned activities in a manner that supports the instructional program.
- Assist manager with instructional tie-ins based on identified academic school improvements.

- Provide nutrition education to the students and school community.
- Cooperate with the principal and faculty to make the school nutrition program a part of the total educational experience for children.

Strategic Objective II – Developing Organizational Effectiveness

- Assist in food preparation as assigned by manager to master baking, main dish, fruit and vegetable preparation skills.
- Assume the duties of the school nutrition manager in the event of a temporary absence of the manager, when a manager is on extended leave, or as assigned by the School Nutrition Director.
- Operates, maintains, and masters skills in the operation of all foodservice equipment.
- Assist manager with the operations and personnel in the school nutrition program.
- Assist manager with the supervision of food preparation according to standardized recipes and procedures.
- Assist manager in overseeing and managing meal production, serving line set-up, meal presentation, food quality, and safety/sanitation procedures.
- Assist manager in preparing reports and other documents required for local, state, and federal use.
- Assist manager in insuring that work schedules are adequate and are accurately utilized at the school site.
- Assist manager in managing the school budget (food cost, labor standards, inventory costs, other costs).
- Assist manager in developing plans to insure the highest levels of student and faculty participation are achieved and maintained.
- Assist manager in staffing kitchen in keeping with system productivity standard.
- Maintain confidentiality in needed areas.
- Assist with ensuring state/local health codes are followed.
- Assist with maintaining an accurate inventory of food, equipment, and supplies.
- Complete assignments on time and in compliance with directions.
- Follow and enforce school rules, administrative regulations, and Board policy as well as federal and state laws.

Strategic Objective III – Ensuring Student/Stakeholder Engagement & Loyalty

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Exhibit pleasant behavior and project a positive image when dealing with the public, employees, parents, and students.

Strategic Objective IV – Ensuring Quality Professional Learning

- Participate in training programs to increase skills and proficiency in professional/job-related areas.
- Attend and participate in meetings and planning sessions as needed.

- Promote personal professionalism and leadership through participation in the local/district/state associations and through continuing education.

Other Job Responsibilities and Duties

- Demonstrate regular and punctual attendance.
- Wear clean, appropriate uniforms with appropriate shoes.
- Adhere to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
- Perform other duties and responsibilities as assigned.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Monroe County Board of Education policy regarding evaluation of personnel.

Important Notes

Essential Duties

Job Descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. It should also be noted that the **order of performance responsibilities** as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

Minimum Requirements

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.