



Assistant Manager Nutrition Services

J o b D e s c r i p t i o n

JOB INFORMATION

Job Title:	Assistant Manager Nutrition Services
Version Date:	11/19/20
Category:	Food Service
Department:	Food Service
Work Year:	151 Day, 10 Month
FLSA Classification:	Non-Exempt

JOB SUMMARY

The overall objective is to operate a smooth and productive Nutritional Service Department, which serves the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

Essential Functions

Essential Function	% TIME
Responsible to and works under the direction of the Nutrition Services Manager (NSM) .	20%
Assumes all responsibilities of the (NSM) in the absence of the (NSM) .	2%
Assists (NSM) to maintain accurate records for all lunchroom operations, including preparation of daily deposits and end of day responsibilities.	2%
Assists (NSM) with pre-approval of free and reduced applications and updating free and reduced lists/ records throughout the year.	10%
Assists (NSM) to plan job responsibilities and work schedules. Duties include supervising and working with all employees in the kitchen making sure they understand their assignments.	10%
Assists (NSM) with production records, daily preparation and checking of the completed meal for quality and quantities of foods.	8%
Checks menus, production records, orders food and supplies as delegated by the (NSM) .	15%
Assists in receiving deliveries, approving and sending all invoices to the office of the Nutrition Services Supervisor as delegated by the (NSM) .	10%
Maintains sanitary conditions and orderliness in the kitchen and storeroom at all times, including proper storage of foods in all areas and locations.	5%
Serves food following the <u>Offer vs. Serve Guidelines</u> .	7%
Assists in training new personnel and improves the basic skills of all employees.	2%
Instructs and teaches employees in the operation of equipment, job duties, and follows up to see if the worker is doing the job correctly.	5%
Responsible for the use of correct serving utensils as per the production control guide.	2%
Confers with the (NSM) on any personnel problems.	1%
Performs such other tasks and assumes such other responsibilities as the Principal or Nutrition Services Supervisor may from time to time assign.	1%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Required	High School Diploma or GED		
Preferred	Associates or Bachelors Degree		

Work Experience

2 years or more	experience in quantity cooking and food preparation and one year on the job training as an assistant manager unless experience and job would warrant assignment.		
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Skills, Knowledge, Equipment & Other

	<p>Demonstrated aptitude for the successful performance of the tasks listed. Employee must have the ability to communicate with students, parents, school staff, and inspire teamwork in the workplace. Demonstrated leadership ability in supervision of employees and conflict resolution skills are required. Employee must have knowledge and understanding of the National School Food Service Program and interest in furthering knowledge in school nutrition service. Employee must have knowledge of computing food quantities, costs, monthly reports and the ability to organize and operate a kitchen efficiently. Operating knowledge/experience with computer software and basic office equipment</p> <p>The assistant (NSM) is responsible to assist in the counting of all monies, prepare bank deposits, track and disburse petty cash.</p>		
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying				X		
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling				X		
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				

Physical Demands						
<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Reading				X		
Repetitive Motions			X			
Sitting		X				
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment					
<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		
Humidity		X			
Wet		X			
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required	
<i>Yes/No</i>	<i>Reason for Drivers License</i>
No	

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies		
<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	1. Entry	Uses basic logic and common sense to arrive at solutions.
Communication Skills	1. Entry	Able to communicate well in straight-forward situations.
Company Knowledge	1. Entry	Understands his/her own job and how the role interacts with his/her team.
Functional Knowledge	1. Entry	Knowledgable about his/her specific job.
Influence	1. Entry	Gains support for ideas within the team.
Job Impact	1. Entry	Immediate work team.

SCOPE

Freedom To Act

Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

Problem Complexity and Problem Solving Timeframes

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contact with Others

Contacts are primarily with direct supervisor and others in group or department to give and receive information.