

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### SCHOOL FOOD SERVICE ASSISTANT MANAGER

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) One (1) year successful experience in food services.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Basic knowledge of planning, preparation and service of meals daily. Knowledge of kitchen equipment and safety requirements. Basic understanding of sanitation and health codes.

**REPORTS TO:**

School Food Service Manager

**JOB GOAL**

To assist in administering a food service program at the school level in an efficient manner to meet the nutritional needs and program accountability in accordance with federal, state and local regulations.

**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 09**

**SCHOOL FOOD SERVICE ASSISTANT MANAGER (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Assist the School Food Service Manager as needed and be prepared to take total responsibility if needed.
- \* (2) Assist the Manager with specific daily duties as assigned.
- \* (3) Assist in all food preparation areas as needed.
- \* (4) Check all food production for quality and quantity.
- \* (5) Assist in ordering supplies and keeping inventory.
- \* (6) Check all equipment daily or weekly and report problems.
- \* (7) Check food storage areas for proper temperature for food storage.
- \* (8) Participate in inservice training sessions.

**Employee Qualities / Responsibilities**

- \* (9) Work as an individual or as a team members.
- \* (10) Interact with students, food service personnel and school personnel.
- \* (11) Report to work punctually and regularly.
- \* (12) Display an appropriate work ethic.
- \* (13) Follow all school and food service policies and guidelines.

**System Support**

- \* (14) Communicate well with co-workers and school personnel.
- \* (15) Represent the School Board in an appropriate manner.
- (16) Perform other duties as assigned.

\*Essential Performance Responsibilities