

JOB DESCRIPTION

TITLE SCHOOL NUTRITION SERVICES ASSISTANT MANAGER

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/ Experience	High School diploma or General Education Development (GED) certificate required. Two years food service experience. Candidates must have completed the Nutrition Services management training program, or agree to enroll in the next available training classes. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to answer questions from administrators and employees.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	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. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment 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. The employee is subject to different temperatures for short periods of time, cool to cold environment (freezer, walk-in cooler) and high humidity/heat (stoves, ovens). The noise level in the work environment is usually noisy.

REPORTS TO School Nutrition Services Manager

GENERAL RESPONSIBILITIES

1. Assists with the management of the school food service operation and assumes control in the absence of the Nutrition Services Manager.

SPECIFIC RESPONSIBILITIES

1. Assists with the responsibility for quality of food, equipment, inventories, financial matters and maintains all records required for audit.
2. Assists with the quantity planning sheets for food ordering, staffing, etc.
3. Assists with the completion of daily reports, orders, invoices, etc., on a timely basis. Assists with the opening and closing of the food service facility daily. Also assists with the completion of manual and computerized inventory system monthly.
4. Assists in the use of effective meal production techniques, follows standardized recipes, utilizes batch cooking. Presents centralized menu with choices and salad items.
5. Assists with planning, participating and implementing routine in-service training for employees.
6. Assists with purchases, and upon delivery, checks weight, condition, prices, and adherence to specifications.
7. Maintains high standards of sanitation. Ensures that all health regulations are followed, inspection posted and violations corrected.
8. Markets menu items through planned promotions, tasting parties, and point of sale marketing. Meets with students to identify menu preferences, taste new food products to identify methods to increase meal participation.
9. Assists in providing a safe and healthy environment for employees. Reports accidents as instructed by Workers' Compensation Adjuster.
10. Assists in the implementation of the requirements of the U.S.D.A., State Department, and County Food Service policies/food service manual.

11. Uses district e-mail system and completes PCS Revenue Terms Reports point-of-sale when needed.

12. Performs other duties as assigned.