

TITLE: FOOD SERVICE – ASSISTANT MANAGER

QUALIFICATIONS:

1. Three years school food service or related work
2. Have at least a high school equivalency diploma
3. Proof of a current tuberculosis test
4. Be in general good health
5. Be able to perform all aspects of the daily operating procedures as outlined in the job performance responsibilities section.

REPORTS TO: Manager/Principal

PERFORMANCE RESPONSIBILITIES:

1. Carry out assignments by the Manager in the safe and sanitary preparation, service and storage of food.
2. Follow work schedules and carry out assignments by the Manager in a cooperative and efficient manner.
3. Learn and exercise proper use and care of all equipment.
4. Assist in the daily clean-up of kitchen, service areas, utensils and any other cleaning duties assigned.
5. Perform major cleaning of equipment, storerooms and other areas at regularly scheduled intervals as designated by the Manager.
6. Assume responsibility for seeing that the supply of foods offered is replenished regularly during meal service.
7. Assume responsibility for proper storage and disposal of unused food.
8. Record daily the name and amount of each food item and supply taken from storage.
9. Keep any other records requested by the manager.
10. Exhibit personal grooming and dress appropriate to school food service including uniforms, sturdy non-skid shoes and hair nets.
11. Relate well with co-workers, students, faculty, the principal and the Child Nutrition Program Director
12. Demonstrate consistent integrity and dependability. Perform duties in a manner that promotes good public relations, including refraining from gossip and the disclosure of confidential information concerning the Child Nutrition Program.
13. Refrain from excessive talking on the job and produce satisfactory work in a reasonable period of time.
14. Demonstrate competency in job performance and demonstrate the physical ability to perform assigned tasks.
15. Demonstrate pride in work and maintain speech and behavior which are appropriate to School Food Service Personnel.
16. Be regular and punctual in attendance.
17. Cooperate with health officials in supporting all Local and State Public Health Laws and Codes.
18. Attend all in-service meetings and workshops as requested.

19. Be familiar with and follow Board of Education Policies.
20. Perform other job related duties that may be reasonably required by the Manager.
21. Assume the Manager's responsibilities in the absence of the Manager.
22. Assist the Manager in taking inventories, making reports, collecting money, ordering and meal counts.
23. Assist the Manager in assuring the smooth functioning of activities during the meal, filling in when necessary.
24. Be familiar with Hazard Analysis and Critical Control Point records (HACCP) for the safe preparation, serving and storage of food.

TERMS OF EMPLOYMENT: Current number of days on the school calendar.

Revised May, 2006