

**TITLE** **School Nutrition – Assistant Manager**

- QUALIFICATIONS**
1. Not less than a high school diploma or general equivalency diploma;
  2. Satisfactory initial physical examination,
  3. Previous food service experience is recommended, and
  4. Meets health and physical requirements.

**JOB GOAL** To assist with ensuring high standards of school nutrition are maintained; this includes the supervision of food service activities at assigned sites, the organization of food preparation activities, the assistance of cafeteria workers with food preparation and serving, the completion of written reports, and the maintenance of all health requirements.

**DIRECT SUPERVISION** - School Nutrition Manager and Supervisor

**ESSENTIAL FUNCTIONS**

1. Assume the responsibilities of the school nutrition manager in the event of a temporary absence of the manager;
2. Assist the manager with operations and personnel in the school nutrition program;
3. Assist with the supervision and preparation of food according to appropriate recipes using standard procedures;
4. Assist with the oversight of the cleanliness and sanitation of equipment, kitchen, and serving areas;
5. Assist with the preparation of filing reports and other documents required for local, state, and federal use;
6. Assist with reconciling transactions (meal count, monies collected, etc.) for the purpose of balancing accounts and adhering to accounting practices, understands and uses the POS system accurately;
7. Maintain confidentiality in needed areas;
8. Participate in training programs to increase skills and proficiency in areas related to assignments;
9. Attend and participate in meetings and planning sessions as needed;
10. Assist with ensuring state/local health codes are followed;
11. Assist with ensuring that safety regulations are followed;
12. Assist with maintaining an inventory of equipment and supplies;
13. Complete assignments as directed or per directions and on time;
14. Follow and enforce school rules, Board policy and accompanying administrative procedures as well as federal and state laws;
15. Exhibit pleasant behavior and project a positive image when dealing with the public, employees, parents, and students;

16. Demonstrate regular and punctual attendance;
17. Meet dress requirements;
18. Assist the manager in maintaining records of food and supplies which are both received and used;
19. Assist in scheduling work assignments for food service employees; and
20. Performs related duties as assigned by the School Nutrition Manager Supervisor.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crouching
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **SAFETY/HEALTH STANDARDS**

The following safety/health standards apply in regard to dress and grooming of school nutrition employees:

1. Clean, neat, stain-free, wrinkle-free clothes are required. Slacks need to be khaki, gray, black or navy. Blue denim jeans may be worn on Fridays only or on other special occasions when all school employees are wearing blue jeans. All slacks and jeans must be loose fitting. Capri pants are acceptable if below the knee for elementary schools only. Stretch pants are not appropriate and cannot be worn, nor can stirrups, jogging pants, sweat pants, slick pants, or shorts.
2. Scarves, ties, etc., present real safety concerns and hazards; these items may not be worn.
3. Slip-resistant shoes are preferred. Shoes with a closed toe must be worn.
4. Aprons approved by the manager may be worn.
5. Employees may participate in special dress days as designated by School Nutrition Supervisor, as long as safety is not jeopardized.
6. Body piercing is not allowed, except for small (1/2 inch or less) hoop earrings. Tattoos must be covered when possible.
7. Employees may not have false/fake nails or wear their fingernails beyond the tip of the finger. No fingernail polish (including clear polish) is allowed.
8. Employees cannot wear jewelry (necklace, bracelet, watch, etc.) except for a wedding band.
9. Hair must be clean, neat and well-maintained. Proper hair restraints must be used. Hairspray is an acceptable restraint. USE PLENTY. Long hair must be up and pulled away from the face.

## **EMPLOYEE HEALTH CODE**

A physical must be completed by a licensed physician for all new employees within ten (10) days of the first pay check; the provided physical form must be used.

All school nutrition employees are encouraged to take the Hepatitis B vaccine which is provided by the school system at no charge to the employee.

***Food Service Establishment Rules 1200-23-1-.02 (7) (a) and (b)*** states – No employee, while infected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, an infected wound, or an acute respiratory infection, shall work in a food service establishment in any capacity in which there is a likelihood of such person's contaminating food or food-contact surfaces with pathogenic organisms or transmitting disease to other persons.

Employees must report to their manager when they are experiencing certain symptoms of illness or disease. When deemed necessary, and in accordance with the above rules, the School Nutrition Manager (after first notifying the School Nutrition Supervisor) can require an employee to submit a doctor's statement affirming that said employee is free of communicable disease or illness. The doctor's statement must be immediately forwarded to the School Nutrition Supervisor, and then be placed in the employee's health file. The employee will not be allowed to return to work until the appropriate doctor's statement is received.

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. ***Intelligence:*** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. ***Verbal:*** Ability to understand meanings of words and the ideas associated with them.
3. ***Manual Dexterity:*** Ability to move hands easily and manipulate small objects with the fingers.
4. ***Color Discrimination:*** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## **WORK CONDITIONS**

May experience some discomfort due to exposure to noise and temperature and as a result of standing for periods of time on inadequate floor material.

Hours of hours may be atypical but generally expected to be at the work site from 6:30 am through 2:20 pm on the student school days. Expected to work a maximum of 182 days as designated by the School Nutrition Supervisor.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.