

JOB DESCRIPTION Cumberland County School District

ASSISTANT CAFETERIA MANAGER

Purpose Statement

The job of Assistant Cafeteria Manager was established for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; maintaining facilities in a safe and sanitary condition; and guiding assigned personnel in the performance of their job functions.

This job reports to Cafeteria Manager

Essential Functions

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional service positions as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares documentation (e.g. inventory and supply lists, temperature logs, meal program records, daily cash reports etc.) for the purpose of providing written support and/or conveying information.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Serves the appropriate number of food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Substitutes and/or assists cafeteria manager when needed for the purpose of ensuring the food service unit is running efficiently.
- Supports assigned personnel, for the purpose of assisting them in performing their functions in a safe and efficient manner.
- Tasks will vary based on the number of students, the number of staff members, and the Cafeteria Manager's administrative requirements.
- Assist Cafeteria Manger with processing Free and Reduced Applications and verifying student lunch codes are correct.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 70% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Requirement

This is non-certified position.

Continuing Educ. / Training

Level 3 SNA Certification

Certificates & Licenses

Serving It Safe Certificate

Level 1 SNA Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade