

Santa Rosa County District Schools

Job Description

Assistant Food Service Manager

Reports to: Director of Purchasing and Contract Administration

FLSA Status: Non-Exempt

Department: Schools

Prepared by: Human Resources

Date: June 26, 2014

Job Code: 11010

Position #: 31111

Range: 6

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assists cafeteria manager in planning meals and/or a la carte offering, estimating quantities of food stuffs required for menu, writing food orders, preparation of daily work and cleaning schedules, requisitioning for additional supplies when needed, preparing daily, weekly, monthly report, training new employees;
- Directs preparation, cooking and service of food from daily schedules;
- Tests cooked food for taste and smell to ensure that it is properly cooked and seasoned;
- Supervises cooking and garnishing of foods requiring skillful preparation;
- Guides work of lower level food service workers;
- Acting manager in absence of cafeteria manager;
- Keeps routine operational records and makes reports;
- Attends workshops and training activities as directed by managers and Food Service Director;
- Supervises transportation of food from cafeteria to satellite location;
- Within the first year of placement:
 - Become a member of the Florida School Nutrition Association;
 - Become certified by the School Nutrition Association;
 - Complete the Food Service Manager Training Course. Membership and certification must be kept current;
 - Successful completion of ServSafe Program and must be kept current;
- Performs other duties as required or assigned.

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Supervision Received:

Food Service Manager

Food Service Director

Director of Purchasing and Contract Administration

Supervision Exercised:

Cafeteria Staff

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Three years experience in the food industry.
- Valid Florida driver's license.

Preferred:

Manual dexterity in order to operate kitchen equipment.

Physical Demands:

Must be able to walk, bend, reach, stand and lift moderate weights (up to 60 pounds); operate cafeteria equipment such as mixers, slicers, ovens, steamers, etc.; communicate using speaking, hearing and visual skills. While performing the duties of this job, the employee is regularly required to sit, stand, reach, bend, and carry. Have physical strength, stamina, and tolerance for all of the following:

- Walk 100 feet carrying 30 pounds,
- Push and/or pull carts while walking,
- Reach above shoulders and lift 20-30 pounds,
- Bend and/or stoop below shoulders and lift 20-30 pounds,
- Climb steps, stools, ladders, and lift 20-30 pounds,
- Stand up and work for 6 continuous hours.

Work in cafeteria; exposure to high heat from ovens, stoves, dishwashers; exposure to cleaning materials, chemicals, exposure to outside environment when transporting food from cafeteria to satellite operations. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.