

SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION

TITLE: Assistant Manager (Food Service)			
CLASSIFICATION: Classified	NEW: Yes	UPDATED:	FLSA STATUS: Non-Exempt
REPORTS TO: Cafeteria Manager			
JOB GOAL: To ensure the smooth and efficient operation of the school food service program in accordance with federal, State and local rules, regulations and policies, and to provide nutritious appealing meals for students.			
TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.			
EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.			

QUALIFICATIONS:

1. High school diploma or equivalent
2. At least four (4) years of experience in food service (quantity food production) or equivalent combination of training, education and experience
3. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable

PERFORMANCE RESPONSIBILITIES: Essential duties end with an asterisk.

1. In absence of the manager, supervise overall kitchen operation including food preparation, serving, and cleanup. *
2. In absence of the manager, maintain necessary paper work and prepare appropriate reports on an as needed basis. *
3. Instruct and supervise employees on the job. *
4. Prepare grocery and non-food orders; and on delivery, check price, weight, quality, amount and condition. *
5. Maintains high sanitary standards for the receipt, storage, preparation and service of food. *
6. Assist in food production and service. *
7. Post menus in advance in the kitchen for workers. *
8. Supervise and instruct employees in correct and safe use, cleaning and maintenance of equipment. *
9. Encourage each worker to observe high standards of grooming and work habits. *
10. Participate in training programs when possible or required. *
11. Keep all necessary records and accounts as required by the County Office. *
12. Keep file of standardized recipes and instruct cooks in using the recipes. *
13. Be responsible for proper storage and care of food, supplies, and equipment. *
14. Check work area at end of day to insure satisfactory conditions exist. *
15. Cooperate fully with suggestions and directives of the School Food Service Director. *
16. Performs other duties as assigned by your Supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate objects, tools, or controls; reach with hands and arms; stoop, kneel, or crouch; and talk and hear. The employee must frequently lift and/or move up to twenty (20) pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually moderate.