

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
MANAGER, ASSISTANT -- FOOD AND NUTRITION SERVICES

JOB DESCRIPTION

JOB CODE: 760291	BARGAINING UNIT ELIGIBILITY: No
FLSA: Non-Exempt	PAY GRADE: 25
	SALARY SCHEDULE: Professional/Technical

QUALIFICATIONS:

- (1) High school diploma or GED.
- (2) Minimum of one (1) year of successful experience in large-scale institutional type food service operation. Supervision or management experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of materials and methods used in institutional Food Service. Ability to write and follow oral and written instructions, estimate food requirements, and to determine appropriate cooking time. Ability to assist in the training of staff in planning, assigning, supervising and evaluating employee's work. Skill in the preparation of a variety of foods and in the use and care of equipment. Ability to establish and maintain effective working relationship with teachers, school and district staff and vendors.

REPORTS TO:

Manager -- Food and Nutrition Services

JOB GOAL

To assist in maintaining an efficient Food and Nutrition Services program at the school level to meet the nutritional needs of students and staff in accordance with federal, state and local regulations.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist the Manager in successfully carrying out the standards of the State and Federal School Food Service Program relating to food preparation, sanitation and serving practices.
- * (2) Perform duties assigned by the manager relating to menu planning, purchasing, portion control, serving procedures, work simplification, receipts, record keeping and cost control.
- * (3) Assume the responsibility for the management of the school's Food and Nutrition Services department, as assigned.
- * (4) Perform under manager's direction on-the-job-training and cross-training for employees in use of equipment, standardized recipes, sanitation, storage procedures and food handling.
- * (5) Assist with the allocation of specific daily duties of the school food service department staff.

MANAGER, ASSISTANT -- FOOD AND NUTRITION SERVICES (Continued)

- *(6) Maintain a good working relationship with employees.
- *(7) Keep close check on refrigeration and proper storage of food.
- *(8) Adhere to applicable safety standards.
- *(9) Attend all staff meetings and workshops.
- *(10) Assist with maintaining a clean and orderly environment.
- *(11) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(12) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- *(13) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(14) Demonstrate initiative in the performance of assigned responsibilities.
- *(15) Demonstrate support for the school district and its goals and priorities.
- *(16) Exhibit interpersonal skills to work as an effective team member.
- *(17) Follow attendance, punctuality and proper dress rules.
- *(18) Maintain confidentiality regarding school/workplace matters.
- *(19) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(20) Manage time efficiently.
- *(21) Model and maintain high ethical standards.
- *(22) Participate in cross-training activities as required.
- *(23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(24) Prepare all required reports and maintain updated and accurate records.
- *(25) Represent the District in a positive and professional manner.
- *(26) Respond to inquiries and concerns in a timely manner.
- (27) Perform other duties as assigned.
- *(29) May be required to work beyond the 40 hour week.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- 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.

Job Description Addendum No. 09

Adopted 10/19/10