

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

FOOD SERVICE ASSISTANT MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years experience in school food service or related field.
- (3) Experience in quantity cooking, baking and cashiering.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow standardized recipes in the execution of, and assists staff with, quantity food preparation. Assists with the implementation of daily, weekly and monthly cleaning schedules of all kitchen equipment and production areas to ensure high standards of cleanliness and sanitary conditions. Sets-up/breaks down serving lines (salad bar, hot food, al a carte, etc.) Ability to operate the cash register or P.O.S. terminal, accurately count money, make change, complete reports, and prepare bank deposits.

REPORTS TO:

Principal

JOB GOAL

To assist in the administration of the food service program at the school level in an efficient and effective manner to meet sanitation and nutritional requirements for students and staff in accordance with local, state and federal requirements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assists with quantity food preparation.
- * (2) Assists with daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met.
- * (3) Assists with sanitation procedures.
- * (4) Assists manager with counting money and completing reports.
- * (5) Sets up/breaks down serving lines (salad bar, hot food, al a carte, etc.)
- * (6) Learns all phases of kitchen operation and paperwork requirements.
- * (7) Continually strives to gain more knowledge by attending training programs/workshops.
- * (8) Operates the cash terminal when cashiers are absent.

Employee Qualities/Responsibilities

- * (9) Meet and deal effectively with the staff members, students, administrators and other contact persons using tact and good judgment.
- * (10) Follow attendance, punctuality and other qualities of an appropriate work ethic.

Food Service Assistant Manager - Continued

- *(11) Ensure adherence to good safety standards.
- *(12) Maintain confidentiality regarding school/workplace matters.
- *(13) Model and maintain high ethical standards.
- *(14) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(15) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(16) Exercise service orientation when working with others.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Use effective, positive interpersonal communication skills.
- *(19) Respond to inquiries and concerns in a timely manner.

System Support

- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(22) Demonstrate support for the school district and its goals and priorities.
- *(23) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(24) Maintain all appropriate records.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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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 district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: May 8, 2012