

**Assistant Manager/Satellite Manager
New Hanover County Schools**

Job Description

Class: Classified
Dept: Child Nutrition

TITLE: Assistant Manager/Satellite Manager

QUALIFICATIONS:

1. High School degree or equivalent.
2. Three years experience in child nutrition or similar food service and certified ServSafe or equivalent.
3. Valid North Carolina driver's license.

REPORTS TO: Child Nutrition Supervisor

JOB GOAL: To assist the Cafeteria Manager in effectively managing a New Hanover County School System cafeteria.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Supervise performance of cafeteria employees at site(s) assigned.
3. Supervise food preparation and service.
4. Maintain standards of health, sanitation, and safety. Participate in training programs.
5. Cultivate and maintain positive and professional relationships with parents, employees, and students. Assures the cafeteria presents a positive, professional image at all times.
6. Make daily deposits.
7. Perform related duties as requested by the Director or supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: C57

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to work with and supervise other employees.
- Demonstrate functional knowledge of principles of nutrition and meal planning, equipment usage and care, sanitation, purchasing, cost control, personnel management, child nutrition management, and administration.
- Capable of performing all jobs within cafeteria operations and training others.
- Demonstrate computer literacy.
- Ability to lift up to 50 pounds.