

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION

Job Title: Classified - Cafeteria - Assistant Manager

Reports To: Food Service Director

Approved By: Board of Education

Approval Date: June 9, 2020

QUALIFICATIONS:

1. High School Diploma
2. Computer Skills
3. Organization Skills
4. Serv Safe Certification or willing to become certified
5. Able to verbally communicate instructions and/or procedures
6. Must be available to work catering event if necessary
7. Ability to lift up to 40 pound

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist Food Service Director in daily food service operation
2. Prepares all breakfast for students
3. Runs point of sale system during breakfast/lunch
4. Prepares all sack lunches for field trips
5. Handles all cash and deposits daily
6. Keeps track of all production records
7. Makes weekly phone calls for negative balances and sends letters home
8. Assists in putting all stock away when there is a delivery
9. Does inventory of all items on ala-carte line
10. Makes lunch cards for new students
11. Resolve any problems on the Point of Sale system
12. The Food Service Assistant Director shall perform other duties as assigned by the Director, Superintendent, or out of the necessity to fulfill the requirements of the position.