

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

ASSISTANT FOOD SERVICE MANAGER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three (3) years experience in school food service or an equivalent combination of training, education and experience.
- (3) Required certification.
- (4) Good physical health.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service. Thorough knowledge of food values and nutrition; health, sanitary and safety practices; the purchase and storage of food and non-food supplies. Ability to plan economical, nutritious and attractive meals which appeal to students; train and supervise subordinates; establish and maintain a favorable working relationship with vendors, school personnel, parents, District staff and subordinates; prepare and maintain reports in a timely manner. Good oral and written communication skills and basic math skills. Ability to utilize computer programs currently available in food service operation. Ability to stand for long periods of time and work in a fast-paced kitchen environment.

REPORTS TO:

Food Service Manager, Food Service Director, and School Principal

JOB GOAL

To assist the Food Service Manager in ensuring 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.

SUPERVISES:

School Level Food Service Staff

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist Manager with planning and supervising the daily preparation and serving of food. Maintain high quality nutritional value, appearance and presentation while maintaining labor efficiency, safety, sanitation and cost control.
- * (2) Assist manager in managing food service employees in an effective manner so as to provide smooth operation of kitchen, serving area, and dining room.
- * (3) Operate when needed, specialized food service computer programs, including but not limited to: Nutrikids for nutritional analysis/site production records, PCS software for point of sale, orders and inventory, labor, site productions records.
- * (4) Assist manager in completion of management records in effective and timely basis, including payroll and leave records, evaluations, food/supplies orders and invoices, inventory, work schedules for employees, food productions records, line arrangements, pre-costing of menus, etc. as required.

ASSISTANT FOOD SERVICE MANAGER (Continued)

- * (5) Provide training and follow-up for food service employees as required. Provide training for substitutes are required and cross-training for all employees assigned to school cafeteria.
- * (6) Maintain equipment manuals; provide routine preventive maintenance and cleaning or schedule routine maintenance as required: provide training for food service employees in safe, efficient, sanitary operation of all equipment; report equipment Director and follow-up purchase, maintenance, etc. and maintain large equipment and smallwares inventory.
- * (7) Work as a team with food service employees in planning, performing, and evaluating various marketing strategies to maintain and increase participation and customer satisfaction.
- * (8) Assist manager in the responsibilities for school change fund, daily bank deposits and cash handling as required in operation of program.
- (9) Assumes Manager responsibilities in the absence of the School Food Service Manager.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 11

Flagler Schools Strategic Framework – Operational Services

Salary Lane: Support OAA

Approved 06/19/2018