

ST TAMMANY PARISH SCHOOL BOARD

TITLE: Food Services Assistant Manager A (meal equivalent of 401 & above) - FLSA Status: Non-Exempt.
Food Services Assistant Manager B (meal equivalent 400 & below) - FLSA Status: Non-Exempt.

MINIMUM QUALIFICATIONS:

1. U. S. citizen or authorized alien.
2. High School Diploma or G.E.D.
3. Working toward certification or temporary Manager Certification, as approved by the St. Tammany Parish School Board.
4. Ability to read, write and comprehend effectively.
5. Ability to verbally communicate effectively with others.
6. Ability to complete basic math problems.
7. Ability to perform, demonstrate and teach all duties of technicians.

REPORTS TO: Food Services Manager

JOB SUMMARY: Supports the food services program by preparing and serving nutritious and tasty food, maintaining cleanliness of the facility, record keeping and operating POS (Point of Sale) software. Monitors performance of technicians, trains as needed, provides feedback to manager. Performs all duties of the manager in his/her absence.

ESSENTIAL JOB FUNCTIONS:

1. Gives and receives information.
2. Works independently and as part of a team.
3. Follows federal, state and local policies and procedures.
4. Ensures proper use, cleaning and maintenance of equipment. Provides training to technicians regarding same.
5. Ensures that technicians follow standardized recipes including proper use of weights and measures.
6. Maintains high standards for food production and service through monitoring and training.
7. Maintains high personal hygiene standards.
8. Uses safe work procedures; corrects and/or reports unsafe working conditions.
9. Promotes positive feelings about school food service with students, faculty, administrators and others.
10. Performs basic first aid.
11. Assists food service manager in overseeing food preparation, service, inventory control and clean-up.
12. Ensures that all food items are properly marked with the date, price and inventory number. Ensures proper storage of all items (food and supplies).
13. Reviews all pull tickets and/or recipe cards daily for accuracy (preparation and inventory).
14. Ensures that food is received, stored, removed, prepared and served according to established procedures (portion control, sanitation, quality, accountability, computer entry and food safety).
15. Attends workshops and meetings; completes annual minimum required training.
16. Ensures that food is prepared and served according to time schedules to meet deadlines.
17. Completes basic math problem involving fractions, decimals, addition, subtraction, multiplication and division.
18. Extends recipes; accurately records weight, count, number, amount, portions and/or serving sizes, uses food service software and exchange of currency.
19. Understands and interprets written and verbal instructions from the manager.
20. Performs duties of manager and technicians as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Other related duties as assigned by appropriate authority.

WORK ENVIRONMENT:

Required to work in an environment that is hot and humid, on hard, slippery surfaces involving temperature changes (when entering and exiting walk-in refrigerators and freezers), has high noise level, and frequent contact with food, water and commercial chemicals.

EQUIPMENT USED:

Standard commercial food service equipment.

PHYSICAL DEMANDS:

Ability to reach above head with heavy loads when performing a variety of food service functions, including, but not limited to placing food in ovens, refrigerators and storerooms, cleaning overhead equipment and storing supplies and chemicals. Ability to push, pull, climb, mop, sweep, bend, squat, lift and carry up to 25 pounds unassisted; lift up to 100 pounds with assistance; stand or walk up to 7 hours per day.

STUDENT/STAFF/COMMUNITY RELATIONS:

Ability to work compatibly in group settings and independently, share equipment and supplies and respond positively to supervision and accept suggestions for improvement. Promote positive feelings about food services with students, faculty, administrators and others. Follow FISH philosophy. Take initiative with implementing marketing plan to promote food services programs.

TERMS OF EMPLOYMENT: 7 hours per day, 9 months.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation for Support Services personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number