

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

TITLE: **ASSISTANT KITCHEN MANAGER**

QUALIFICATIONS:

1. Thorough knowledge of food preparation and sanitation, including HACCP procedures
2. Ability to work well with and to supervise others when manager is out
3. Pleasant attitude toward students, faculty, vendors and the general public
4. Strong organizational skills
5. ServSafe certification (Must obtain certification within 4 weeks of employment)
6. High school graduate supplemented by three years food service experience

REPORTS TO: Kitchen Manager

JOB GOAL: To assist in preparing nutritious and appetizing school meals, serving meals, cleaning and sanitizing kitchen, eating areas, utensils and equipment as part of providing a quality food service program. Assist manager to ensure meals are prepared and served in accordance with the USDA and State Child Nutrition Policies and local requirements.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the ordering, receiving and maintaining inventories of food items such as dairy products, bakery goods and produce; assists in completing all necessary paperwork regarding inventories, students served and other statistical summary reports
2. Prepares food items according to the district menu, following standardized recipes and portions on the production records.
3. Serves food to students and other customers using correct portion control utensils and showing exceptional customer service skills
4. Assists with the completion of daily production records and HACCP record keeping forms
5. Keeps dishes, utensils and kitchen clean and orderly; mops/sweeps floors and assists with other housekeeping duties; ensures that facilities are kept in strict sanitary condition
6. Performs special cleaning tasks to include cleaning refrigerators, freezers, serving tables, warming units, stoves, filters and walls within the facility
7. Prepares plates/trays ready for serving, taking lunch counts, refilling stock, checking in supplies, preparing food for freezing and maintains records.
8. Ensures security of storerooms, coolers, and freezers; ensures that equipment has been cleaned and secured properly
9. Reports needs for equipment maintenance to Kitchen Manager
10. Handles other duties as required or requested including special functions and catered events

PHYSICAL DEMANDS: Ability to lift up to 50 pounds and stand for extended periods of time

TERMS OF EMPLOYMENT: 178 days

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Kitchen Manager

APPROVED BY SCHOOL BOARD: June 24, 2021