

**ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION**

FOOD SERVICE ASSISTANT MANAGER

POSITION: Food Service Assistant Manager (6 hours/day)
(ten-month assignment)

REPORTS TO: Various Officials

LOCATION: Food and Nutrition Services/Various Sites

NATURE OF WORK:

This position is within the Department of Food and Nutrition Services for St. Mary's County Public Schools. Food Service. Assistant Managers perform a variety of tasks related to food production and food service in a fast-paced environment under the direction of the food service manager. Assists manager with daily production and service of breakfast, lunch and after school snack and supper meals as part of the National School Lunch Program. The work requires a substantial amount of physical dexterity, can be repetitive, and requires prolonged standing.

ESSENTIAL FUNCTIONS:

Follow and enforce established departmental policies and procedures in the operation of a school cafeteria. Assist the cafeteria manager to meet special requirements for early dismissal days, delayed openings of school, field trips, and other adjustments to meal schedules that are needed to meet the feeding requirements of the student population. Assist with maintaining a good rapport and working environment with administrators, kitchen staff, parents, and the community. Basic math and computer skills are essential for the management of the school cafeteria. Ability to stand for long periods, lift approximately 50 pounds, withstand hot temperatures, and perform responsibilities of the job.

DUTIES AND RESPONSIBILITIES:

- Prepares food as specified on menus, assuring standardized recipes and portion controls are followed;
- Checks and records temperatures of food in the daily temperature logs and ensures food is maintained at the appropriate temperatures;
- Assists manager with placing orders in the correct quantities for food and other kitchen supplies;
- Assists manager with receiving and storing food and supplies in accordance with established policies;
- Assists manager with financial and inventory records;
- Serves food on the line - Sets up and serves food items;
- Operates a computerized point of sale system;
- Operates a dishwasher;
- Washes pots and pans in a three-compartmented sink;
- Cleans and sanitizes food service equipment and associated spaces;
- Maintains high quality food preparation and the highest caliber of customer service;
- Works effectively with others as part of a team;
- Participates in promotions of new food items and nutrition education activities;
- Fills in for the manager when needed; and
- Performs other duties as required.

QUALIFICATIONS:

- Currently employed as a 3-hour or 6-hour food service worker with the St. Mary's County Public Schools Department of Food and Nutrition is required;
- Must be able to understand and follow written and oral directions and have the ability to use the computer to communicate and purchase food from online vendors;
- ServeSafe certification preferred. If not certified upon hire, certification must be obtained within three (3) months of assuming the position; and
- Must be physically able to lift items weighing up to 50 pounds.

TERM OF EMPLOYMENT:
Full-time ten-month position.

SALARY GRADE RANGE:
The salary for this position will be based on EASMC-ESP salary schedule for ten-month six-hour food service employees – Range 3.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 10.2023