

Job Title: High School Cafeteria Assistant Manager

Exemption Status/Test: Nonexempt

Reports to: Cafeteria Manager

Date Revised: 9/25/23

Dept./School: Food Service Department

Primary Purpose:

Assists the cafeteria manager in all aspects involved with serving safe and appealing food to the district's students. Helps ensure that the workflow and traffic flow in the kitchen is efficient and that kitchen tasks are completed in a timely manner. Aids the manager in maintaining and rotating food and supply inventories.

Qualifications:

Education/Certification:

- High School Diploma or GED and three years experience in food service (multi-concept operation preferred)
- Current ServSafe Manager Certification or ability to obtain within the first 60 days of employment

Special Knowledge/Skills:

- Ability to manage multiple food service concepts
- Ability to operate the point of sale software and online ordering system
- Knowledge of methods, materials, equipment and appliances used in food preparations and service.
- Ability to perform basic arithmetic operations
- Ability to manage and train personnel
- Must possess computer skills
- Ability to assume any job duty in the kitchen/cafeteria and/ or cashier as needed.
- Ability to communicate effectively and professionally (verbal and written).
- Must have a valid driver's license and a vehicle to use during work hours

Major Responsibilities and Duties:

- Able to manage and oversee all daily food production
- Assist cafeteria manager in accurately inputting post food production information
- Ensure all food is served according to menu/recipe specification defined by departmental policies and procedures
- Direct daily activities in the kitchen and cafeteria.
- Work cooperatively with the cafeteria manager & campus principal to accommodate temporary schedule changes, and special serving requirements.
- Assist the cafeteria manager to resolve personnel problems/issues.
- Effectively uses directive or supportive leadership based on the situation at hand.
- Assist with employee training and cross-training when necessary on different aspects of food production.

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- Oversee and assist with food and non-food orders and deliveries.
- Promote teamwork, morale, and willingness to work where needed and assist others.
- Accurately report daily meal counts and cash sales.
- Maintain safe work environment and requiring all employees to use PPE provided by the department
- Ensure that food is produced safely and following health and safety codes and regulations
- Oversee HACCP compliance and recordkeeping.
- Oversee and assist on regular inventory counts of food and non-food supplies as scheduled.
- Conduct end-of-day count of cashier drawers and deposit and alert the department of any discrepancies.
- Expects a clean and organized kitchen at all times
- Leads employees to perform preventative maintenance and cleaning on all equipment
- Oversee all line operations.
- Other Duties as Assigned

Mental Demands/Physical Demands/ Environmental Demands:

Maintain emotional control under stress, must be able to stand for long periods of time, must be able to lift up to 40 lbs., and withstand limited exposure to warm and cold conditions. Must conduct oneself in a manner that commands the respect of other employees within the department as well as that of the department's customers.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____