

# SCHOOL DISTRICT OF DESOTO COUNTY

## FOOD SERVICE ASSISTANT MANAGER

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Two (2) years experience in food service.
- (3) Clerical experience preferred.
- (4) Valid Florida driver's license.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of planning, preparation and service of daily meals. Knowledge of food service equipment. Knowledge of nutrition, health, sanitation and safety regulations. Ability to maintain an up-to-date inventory. Ability to requisition food and nonfood supplies. Basic understanding of accounting principles. Ability to use a computer. Knowledge of the cash register system as well as computerized point-of-sale system. Ability to follow oral and written instructions. Ability to work independently and as part of a team. Ability to communicate effectively with students, peers, teachers and others. Ability to develop and supervise a staff capable of accomplishing the objectives of the program.

#### REPORTS TO:

Food Service Manager

#### JOB GOAL

To develop managerial skills and to assist in the administration of the food service program at the school level.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Assist in the supervision of food production and service to ensure that meals are nutritionally adequate, attractive and of high quality.
- \*(2) Maintain accurate records for proper control of cash, food supplies and equipment.
- \*(3) Assist in training employees in proper methods of handling, preparation and serving food.
- \*(4) Assist in maintaining accurate personnel records.
- \*(5) Assist in supervising the storage and care of foods and supplies.
- \*(6) Assist in supervising the cleaning of kitchen, serving and storage areas.
- \*(7) Assist in planning work schedules and arrange for substitutes when needed.
- \*(8) Attend manager training programs and scheduled manager meetings.
- \*(9) Assist in supervising all food and nonfood orders from the district and outside vendors.
- \*(10) Provide recommendations regarding purchase of equipment.
- \*(11) Assist faculty with nutrition education projects for students.
- \*(12) Input student data at the point of service.

## ASSISTANT MANAGER, FOOD SERVICE (Continued)

\*(13) Demonstrate initiative in the performance of assigned responsibilities.

### **Inter/Intra-Agency Communication and Delivery**

\*(14) Exercise a service orientation when working with others.

\*(15) Respond to inquiries and concerns in a timely manner.

\*(16) Keep supervisor informed of potential problems or unusual events.

\*(17) Serve on district committees as assigned.

\*(18) Use effective, positive interpersonal communication skills.

\*(19) Work closely with district and school staffs to support school improvement initiatives and processes.

### **Professional Growth and Improvement**

\*(20) Maintain expertise in assigned areas to fulfill project goals and objectives.

\*(21) Facilitate or assist in facilitating the development, implementation and evaluation of staff development activities in assigned areas.

\*(22) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

\*(23) Participate in cross-training activities as required.

### **Systemic Functions**

\*(24) Assist in supervising assigned personnel, conduct annual performance appraisals and make recommendations for appropriate actions.

\*(25) Prepare or assist in the preparation of all required reports and maintain all appropriate records.

\*(26) Follow federal and state laws, as well as School Board policies.

\*(27) Represent the district in a positive and professional manner.

\*(28) Demonstrate support for the school district and its goals and priorities.

\*(29) Ensure adherence to good safety standards.

\*(30) Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.

### **Leadership and Strategic Orientation**

\*(31) Assist in implementing the district's goals and strategic commitment.

\*(32) Exercise proactive leadership in promoting the vision and mission of the district.

\*(33) Set high standards and expectations and promote professional growth for self and others.

\*(34) Follow attendance, punctuality and other qualities of an appropriate work ethic.

\*(35) Maintain confidentiality regarding school/workplace matters.

\*(36) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.

\*(37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

\*(38) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

\*(39) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **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.

**ASSISTANT MANAGER, FOOD SERVICE (Continued)**

**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.

**COMPENSATION:**

Compensation for this position is Pay Lane **F02**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.