

**APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 05/24/2023**

**SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION**

FOOD SERVICE ASSISTANT MANAGER

QUALIFICATIONS:

1. High school diploma or equivalent preferred
2. Experience in food service preferred
3. Certification in ServSafe preferred
4. Good physical health

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to assume assigned responsibilities, work harmoniously with students and fellow workers, and provide friendly service to participants of the school food service program. Ability to work efficiently and effectively at a fast pace. Ability to work and communicate in a noisy environment. Ability to stand for long periods of time. Ability to learn to operate basic food service equipment and machinery. Ability to follow instructions and to demonstrate skill in performance of routine duties involving preparation, clean-up, and serving of food. Basic math skills necessary for preparing recipes, conducting inventory of food and non-food items, handling money, and completing production/usage logs. Good communication skills necessary for reading labels and recipes and conversing with students and adults. Willing to participate in training sessions for staff development.

REPORTS TO: FOOD SERVICE MANAGER

JOB GOAL

To perform routine manual work necessary for serving and preparation of nutritious and attractive meals in the school food service program.

SUPERVISES: NA

PERFORMANCE RESPONSIBILITIES:

1. Perform scheduled work assignments in the school food service facility. This work includes but is not limited to:
 - a. Cashiering activities
 - b. Food preparation, service, and record keeping
 - c. Custodial duties
 - d. Housekeeping tasks
 - e. Storage areas and inventory duties
 - f. Food safety tasks

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2. Maintain and improve job skills through participating in in-service training.
3. Participate in school activities related to the school food service program.
4. Follow instructions provided by the manager and/or assistant manager.
5. Guard against waste.
6. Observe safety and sanitation rules.
7. Avoid unnecessary talking, especially during meal services.
8. Prepare and serve food in a tasteful and attractive manner.
9. Clean and sanitize the food service facility and equipment.
10. Operate and maintain food service equipment in a safe and skillful manner.
11. Maintain dress and appearance as required.
12. Maintain positive working relationships with other staff and customers.
13. Maintain and operate food service equipment in a safe and skillful manner.
14. Perform other incidental tasks consistent with the goals and objectives of this position.

Food Production

15. Maintain high standards of control for quality food production and service.
16. Follow operational procedures for efficient and effective food production and service.

Sanitation, Safety, and Security

17. Maintain an environment conducive to protecting the health and well-being of the school's children through high levels of food safety and sanitation standards.
18. Maintain a safe facility for performance of work.

Customer Service

19. Maintain quality standards for the presentation and service of food in a pleasant environment.

Program Regulations and Accountability

20. Maintains integrity and accountability of the school nutrition programs through compliance with all federal, state, and local regulations.
21. Ensure compliance with school/district policies and procedures.
22. Attend meetings, trainings, and conferences as needed.

Equipment Use and Care

23. Implement administrative policies for proper use and care of all equipment.

Professional Excellence

24. Performs all duties and responsibilities in an ethical and professional manner.
25. Communicates effectively with director and other employees.

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- 26. Provides leadership as a team member of the school community.
- 27. Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Moderate work: exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT: (10 Month Personnel)

Employee must be certified at Level 1 of the School Nutrition Association’s certification program and maintain certification in order to be eligible for yearly employment. Certification must be completed by the end of fiscal year 2010 (June 30, 2010) and maintained each year thereafter. Six continuing education credits are required to maintain certification.

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.

EVALUATION:

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

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

Employee’s Signature

Supervisor’s Signature

Date

Date

FCSB Approval Date May 24, 2023