



# South Lane School District

## Job Description

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**Job Title:** Food Service Assistant Manager  
**Assignment:** Large Elementary, Middle or High School  
**Reports To:** Food Service Manager  
**Evaluated By:** Food Service Supervisor

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### JOB SUMMARY

Works with Food Service team members preparing nutritious and attractive meals for students and staff, while maintaining a clean kitchen and cafeteria and observing all Health Department regulations to create a safe and healthy work environment. This position assumes responsibility of operation of kitchen in the absence of the Food Service Manager.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of applicable District policy(ies) and procedures.
2. Assists Food Service Manager in managerial duties as assigned including ordering of ingredients and supplies.
3. Prepare and cook meal components from recipes, adjust recipe to meet serving needs and projected demands.
4. Set up of serving lines and serving of food.
5. Measures and records accurate food temperatures.
6. Maintains a safe and clean work area as well as a high standard of personal cleanliness and grooming as per sanitation code and district policy.
7. Operates, sets up, breaks down, washes dishes and sanitizes designated areas and equipment.
8. Rotates and stocks food, condiments and supplies.
9. Knows and follows all safety and sanitary rules and regulations related to food handling.
10. Ensure quality and portion control of food served.
11. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
12. Attends work regularly and is punctual.
13. Ensures all federal nutritional guidelines are met in the food service program.
14. Perform administrative tasks in the area of records maintenance, including accounting for monies and USDA meal components.
15. Ensure that food preparation is completed within timelines and as scheduled.
16. Oversee the work of food service workers who assist in cooking, baking and other food service tasks.

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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Inventories supplies.
2. Train student workers and volunteers.

3. Work evening and weekend events.
4. Deep clean ovens, kitchen equipment and other kitchen areas.

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### SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED). Previous experience working in Food Service positions required, one year of experience in institutional food service in a fairly large agency or organization preferred..
2. **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately. Creates a warm and welcoming atmosphere for students and staff. Ability to instruct and lead other workers.
3. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
4. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals in relation to weight measurement and volume. Ability to handle small amounts of money and account for monies received.
5. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form. Ability to deal with problems involving several variables in a variety of situations.
6. **Computer Skills:** General knowledge of computer usage and ability to use e-mail, database, spreadsheets and word processing software. Ability to use Mealtime software.
7. **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents and patrons. Ability to operate and care for institutional kitchen equipment.
8. **Certificate, Licenses, Registrations:** Certificates as determined by the District including a criminal justice fingerprint background check. Obtain and possess a valid Oregon Food Handler card and CPR/First Aid card as required.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand for prolonged periods of time; walk; use hands for fine manipulation, handle or feel; reach with hands and arms; stand and stoop, kneel, crouch or crawl, taste and smell. The

employee is occasionally required to sit, climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a standard kitchen/cafeteria setting. The noise level in the work environment is usually moderate to high depending upon the time of day and student population. May be exposed to a variety of conditions including: wet or humid and work near moving parts, toxic chemicals, fumes, airborne chemicals, extreme cold and extreme heat (ovens, dishwasher). May be exposed to bloodborne pathogens.

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### **OTHER**

<p><b>Note:</b> This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.</p>
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Prepared By: CLASS Committee	Prepared Date: March 2014
Reviewed/Adopted By: SLSD School Board	Review Date: June 2014

I have read and understand this job description.

**Signature:**

**Date:**

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