



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Assistant Food Service Manager

(Approved: 8/26/2014)

Qualifications:

1. Possess high school diploma or equivalent
2. Appropriate licenses
3. 3 years' experience in school food service
4. Skilled in the use of a computer and other office equipment
5. Prior bookkeeping experience
6. Required criminal history review background check and proof of US citizenship or legal resident alien status
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Scope of Responsibility:

Assist in managing and coordinating the day-to-day food service operations of all schools; assure compliance with District, State, and Federal requirements and laws regarding nutrition, sanitation, safety and record keeping.

Reports to:

Food Service Manager

Performance Responsibilities:

1. Assist food service manager with monthly posting of revenues
2. Assist food service manager with the day to day food service operations
3. Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations.
4. Prepare and report records from edit checks for Child Nutrition Program voucher each month for state/federal reimbursements.
5. Assist in menu planning and marketing
6. Receive all calls to office and direct to proper area
7. Input food orders in data base
8. Input inventory and lunch applications in data base
9. Participates in, schedules and attends in-service meetings and workshops related to assignment.
10. Communicate with students, staff, faculty and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
11. Performs other duties consistent with the position assigned as may be requested by the Food Service Manager or Superintendent.

Employment conditions:

Contract year:	Teacher Calendar (10 month)
Job Family	Hourly Employees
Pay Grade/Compensation Structure:	G19
Evaluation:	In accordance with Board policy