

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

*Approval
5/25/12*

N *14.5*

ASSISTANT MANAGER - FOOD AND NUTRITION SERVICES

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three (3) years successful experience in school food service or institutional food service management.
- (3) Completion of Level 2 of the Bradford County Food and Nutrition Services Career Connections.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform skilled work in the preparation and service of food. Considerable knowledge of the planning, preparation and service of a large variety of foods and the equipment, methods and techniques used in such preparation and service. Ability to instruct and supervise personnel at the direction of the manager. Ability to work with entire school staff, students and co-workers. Willing to perform duties assigned by the manager. Good oral and written communication skills and basic math skills. Ability to utilize computer programs used in the food service operation. Ability to assume responsibility for operation of the food service program in the absence of the manager. Ability to stand for long periods of time and work in a fast-paced kitchen environment.

REPORTS TO:

Manager - Food and Nutrition Services

JOB GOAL

To assist and support the food and nutrition services manager in all aspects of the operation of the Food and Nutrition Services program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist the manager in successfully carrying out the standards of the State and Federal School Food Service Program relating to food preparation, sanitation and serving practices.
- *(2) Perform duties assigned by the manager relating to menu planning, purchasing, portion control, serving procedures, work simplification, receipts, record keeping and cost control.
- *(3) Assume the responsibility for the management of the school's Food and Nutrition Services department, as assigned.
- *(4) Assume responsibility of operation of the Food and Nutrition Services program at any other district site in the absence of the manager.

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Assistant Manager - Food and Nutrition Services (continued)

- * (5) Perform under manager's direction on-the-job-training and cross-training for employees in use of equipment, standardized recipes, sanitation, storage procedures and food handling.
- * (6) Assist with the allocation of specific daily duties of the food and nutrition services staff.
- * (7) Maintain a good working relationship with employees.
- * (8) Adhere to applicable safety standards.
- * (9) Attend all staff meetings and workshops.
- * (10) Manage labor, food, and non-food costs.
- * (11) Assist with planning and directing merchandising and nutrition education for the Food and Nutrition Services program.
- * (12) Assist with ordering and maintaining inventory of food and supplies according to established specifications as determined by menu, volume, and student needs.
- * (13) Adhere to applicable safety standards. Maintain safety standards in the operation of all food service equipment and maintain safe practices in the work place, utilizing gas and/or electric equipment with moving parts and high heat.
- * (14) Assist with maintaining a clean and orderly environment.
- * (15) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (16) Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Follow attendance, punctuality and proper dress rules.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment and maintain hours for the required USDA Professional Standards.
- * (20) Demonstrate support for the school district and its goals and priorities.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Maintain dress and appearance as required.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Maintain expertise in assigned area.
- * (25) Manage time efficiently.
- * (26) Model and maintain high ethical standards.
- * (27) Participate in cross-training activities as required.
- * (28) Prepare all required reports and maintain updated and accurate records.
- * (29) Perform work in a high volume, fast-paced kitchen with temperature extremes of -10 degrees to 90 degrees Fahrenheit and high humidity in some areas.
- * (30) Represent the District in a positive and professional manner.
- * (31) Respond to inquiries and concerns in a timely manner.
- * (32) Exercise proactive leadership in promoting the vision and mission of the department and district.
- * (33) Perform all other duties as assigned.

**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 and Nutrition Services (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.

EVALUATION:

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

Job Description Supplement Code 9.

Salary Schedule Grade 3.