

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

FOOD SERVICE ASSISTANT MANAGER - 6 hours/day

POSITION: Food Service Assistant Manager - 6 hours/day

REPORTS TO: Various Officials

LOCATION: Food and Nutrition Services/Various Sites

NATURE OF WORK:

This position is within the Department of Food and Nutrition Services for St. Mary's County Public Schools. Food Service. Assistant Managers perform a variety of tasks related to food production and food service in a fast-paced environment under the direction of the food service manager. Assists manager with daily production and service of breakfast, lunch, after school snack and supper meals as part of the National School Lunch Program. The work requires a substantial amount of physical dexterity, can be repetitive, and requires prolonged standing.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work under pressure
- Ability to work independently
- Ability to follow both written and verbal instructions
- Possess effective organizational skills
- Possess basic math and computer skills
- Ability to stand for long periods, lift approximately 50 pounds, and withstand hot temperatures

DUTIES AND RESPONSIBILITIES:

- Follows and enforces established departmental policies and procedures in the operation of a school cafeteria
- Assists the cafeteria manager to meet special requirements for early dismissal days, delayed openings of school, field trips, and other adjustments to meal schedules that are needed to meet the feeding requirements of the student population
- Prepares food as specified on menus, assuring standardized recipes and portion controls are followed
- Checks and records temperatures of food in the daily temperature logs and ensures food is maintained at the appropriate temperatures
- Assists manager with placing orders in the correct quantities for food and other kitchen supplies
- Assists manager with receiving and storing food and supplies in accordance with established policies
- Assists manager with financial and inventory records
- Serves food on the line - Sets up and serves food items
- Operates a computerized point of sale system
- Operates a dishwasher
- Washes pots and pans in a three-compartmented sink
- Cleans and sanitizes food service equipment and associated spaces
- Maintains high quality food preparation and the highest caliber of customer service

- Works effectively with others as part of a team
- Participates in promotions of new food items and nutrition education activities
- Fills in for the manager when needed
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- One (1) year of food service experience
- Must possess a valid and current ServeSafe certification or obtain certification within three (3) months of hire
- Must be physically able to lift items weighing up to 50 pounds.

Preferred:

- Currently employed as a 4-hour or 6-hour food service worker with the St. Mary's County Public Schools Department of Food and Nutrition

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for ten-month six-hour food service employees – Range 5

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025