



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**            **ASSISTANT CAFETERIA MANAGER**

**REPORTS TO:**        Principal

**JOB DESCRIPTION:**

The Assistant Cafeteria Manager supports the daily operations of the school cafeteria by assisting the cafeteria manager in food preparation, inventory, staff supervision, and safety compliance. This position plays a key role in maintaining efficient kitchen workflows, ensuring high standards of food quality and cleanliness, and stepping in to manage operations in the absence of the manager. The Assistant Cafeteria Manager helps provide nutritious meals for students and staff in accordance with federal, state, and district guidelines.

**QUALIFICATIONS:**

- High School Diploma or equivalent required
- Knowledge of food preparation, sanitation standards, and kitchen safety
- Experience in food service and ability to lead and supervise kitchen staff

**ESSENTIAL JOB FUNCTIONS:**

- Assist in overseeing daily cafeteria operations and staff performance
- Inspect cafeteria areas regularly to ensure cleanliness, safety, and proper function
- Review and implement production schedules, ensuring staff understand their assignments
- Support food preparation and ensure meals meet sanitation and quality standards
- Step into leadership role and direct operations when the manager is absent

- Monitor and report staff needs, scheduling adjustments, and workflow changes
- Help check deliveries for accurate quantities and acceptable quality
- Store food and supplies properly in designated storage areas
- Assist in conducting inventory of food, supplies, and equipment
- Gather information and assist in preparing the required reports
- Maintain accurate records as required by school nutrition guidelines
- Operate kitchen equipment safely and train others in proper usage
- Promote a positive and efficient working environment within the cafeteria team

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

**Employment will require extensive background check.**