

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: PACKAGING ASSISTANT MANAGER

BASIC FUNCTION:

Under the direction of the Director of Food Services, Supervisor of Food Services and the cafeteria packaging manager, plan, coordinate and assist in the specialized preparation and packaging of food in large quantities at a central kitchen site; coordinate work to meet production schedules; maintain quality and proportion of food packaging; prepare nutritious and appetizing meals following established menus and standards; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

Plan, coordinate and assist in the specialized preparation and packaging of food in large quantities at a central kitchen site.

Train and assist assigned staff in packaging meals on mechanized assembly line; operate and train staff in the operation of a variety of specialized mechanical and electrical food production and packaging equipment.

Monitor quality, portions and proper packaging of food; weigh products to assure accurate portions.

Request and receive food and packaging supplies and maintain inventory. Prepare orders for food and supplies from warehouse.

Prepare and maintain production and other records related to assigned activities.

Maintain standards of efficiency, safety and sanitation.

Prepare and maintain production reports and other records to assigned activities (inventory and satellite cafeteria transport).

Supervise for service staff.

Calculate quantities of food to be packaged.

Assist and supervise the packaging of food, cleaning equipment, and cleaning of packaging area.

Receive and fill orders from satellite cafeteria.

Maintain and post daily usage.

Fill in for cafeteria manager.

Work in hot and cold areas.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Packaging Assistant Manager works under the direct supervision of the Director of Food Services. Exercises supervision of cafeteria food packagers.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Methods of preparing and packaging food in large quantities.
- Sanitation and safety practices related to preparing and packaging food.
- Proper lifting techniques.
- Policies and objectives of assigned program and activities.
- Basic record-keeping techniques.
- Operation of food services packaging equipment.
- Principles and practices of training and providing work direction to others.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Prepare and package food in large quantities.
- Operate food service packaging equipment safely and efficiently.
- Maintain food service packaging equipment and areas in a clean and sanitary condition.
- Assure that food items are prepared and packaged properly.
- Maintain basic records and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
- Meet schedules and timelines.
- Train and provide work direction to others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Speak, read and write English at a level required for satisfactory job performance.
- Maintain consistent, punctual and regular attendance.
- Stand for extended periods of time.
- Move hands and fingers to operate food service equipment.
- Reach overhead, above shoulders horizontally.
- Bend at the waist, kneel or crouch.
- Use proper lifting techniques.
- Use proper techniques to push or pull items on rolling rack or cart.
- Team lift 58 pounds; Arm lift 27 pounds.
- Ability to push with a force of 54 pounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, two years of experience in the preparation and packaging of large quantities of food using automated food service equipment.

LICENSES AND OTHER REQUIREMENTS:

Obtain a ServSafe Certificate

WORKING CONDITIONS:

ENVIRONMENT:

Central Kitchen Environment

PHYSICAL ABILITIES:

Seeing to measure ingredients; lifting and carrying moderately heavy objects; dexterity of hands and fingers to operate packaging utensils and equipment; bending at the waist; standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts. Exposure to cleaning chemicals and fumes.