

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: CAFETERIA ASSISTANT MANAGER

BASIC FUNCTION:

Under the direction of Cafeteria Manager, assist the manager of a central kitchen in supervising the preparation of a wide variety of foods for serving in the site and satellite cafeterias; assist the cafeteria manager in directing and instructing cafeteria cook's duties; assist in general kitchen and cafeteria work.

REPRESENTATIVE DUTIES:

Confer with the cafeteria manager and food services supervisor on central/satellite kitchen operations, problems concerning menus, time schedules, student help and behavioral problems. *E*

Direct and assist with operations of the satellite cafeteria. *E*

Observe health and sanitation regulations and assure compliance. *E*

Prepare, cook and assist with the serving of food. *E*

Collect or direct the collection of money. *E*

Maintain satellite kitchen reports, records and inventories as required. *E*

Supervise the cafeteria cooks and student helpers at the satellite cafeteria. *E*

Washing and cleaning of dishes, pots, pans, kitchen and kitchen equipment. *E*

Adhere to federal and State regulations, Board policies and related administrative regulations which pertain to the particular assignment.

Perform related duties as assigned.

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The Cafeteria Assistant Manager works under the direct supervision of the Cafeteria Manager and the general supervision of the Director of Food Services and the school principal. Exercises supervision of the cafeteria cooks and student helpers at the satellite cafeteria.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Proper methods of preparing and cooking foods for large numbers.

Kitchen sanitation and safety.

Methods of cleaning, proper storage and handling as related to food, supplies and equipment.

ABILITY TO:

Calculate quantities of food to be prepared and packaged

Convert standardized recipes.

Handle money and keep records.
Follow oral and written directions.
Get along well with others.
Be clean and neat in appearance.
Use sanitary methods in the performance of all duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years of paid experience in the preparation of a wide variety of foods.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen/production 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:

Heat from ovens; working around and with machinery having moving parts.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: September 6, 1983

Policy Revised: April 4, 1995