



Job Title: Assistant Cafeteria Manager

Supervisor: Cafeteria Manager

Terms of Employment: 188 days

Job Summary:

To serve students attractive and nutritious meals. To assist manager in maintaining a pleasant, positive, and productive work environment.

Essential Duties:

1. Specific area of responsibilities that may be assigned to the assistant manager are:
2. Receiving: Checking delivery of products: (1) Match bid specifications with delivered product (2) Match bid price with invoice price (3) Match quantity requested with quantity delivered (4) Report any discrepancies to manager.
3. Storage: Ensure that stock is properly stored and rotated in the appropriate area.
4. Pre-Preparation: Supervise/participate in production of scheduled menu items. Record applicable production data on appropriate forms.
5. Service: Supervise/participate in the service of food ensuring attractively merchandised and portion-controlled menu items. Record applicable production data on appropriate forms.
6. Meal Count/Cash Collection: Supervise/participate in the meal count/cash collection in accordance with common business practices and local, state and federal accountability requirements.
7. Sanitation: Supervise/participate in the general sanitation of the food service operation, in accordance with established sanitation procedures.
8. Required to attend a ten (10) hour Sanitation and Safety Workshop and receive a passing score. Serv Safe or HACCP within the first 6 months of employment.
9. Inventory: Conduct/assist with the timely recording/extension reporting of inventory stock levels on the appropriate form.
10. Physical Effort: Frequent lifting or moving of objects weighing 30 to 50 pounds. Sweeping and mopping.
11. Working Conditions: Work in warm and noisy kitchens, exposed to steam, fumes and cooking odors. Danger of falls, burns, and cuts. Exposure to extreme temperature changes when entering walk-in refrigerators/freezers from warm kitchens.
12. Equipment Condition: Responsible for operating dangerous pieces of equipment -- meat slicers, food choppers, garbage disposals, etc.
13. To fill in for the manager when they are out.
14. Attend staff development and meetings.
15. Wear approved district uniform, hair restraints and non-slip, closed toe shoes.

Other Duties:



Perform other duties that may be assigned by the manager and/or principal.

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the district's policy on the evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School diploma required.
2. Previous food service experience required.
3. Previous school food service experience preferred.
4. Quality food production experience preferred.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students' behavioral, physical or sanitation/hygiene needs.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 50 pounds.
- Must have knowledge of and be physically able to operate power-cleaning machines.
- Sufficiently mobile to ensure the safety of students.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 102

Please click [here](#) for salary scales.



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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