JOB DESCRIPTION

JOB TITLE: Assistant Site Supervisor, Food Services

Job Family: Food Services

Range: 24

Job Purpose Statement/s: The job of "Assistant Site Supervisor" is to assist the "Site Kitchen Supervisor" in the planning, organizing, supervising and coordinating of the activities and operations of school snack bar/speed line food service unit(s); participates and oversee the cooking, preparation, storage, sales and serving of a variety of foods; performing more difficult tasks in maintaining computerized records in food production at the secondary level.

Essential Job Functions:

* **Monitors** and/or participates in the more specialized preparation and/or serving of foods, including preparing main dishes and baked goods, vegetables, salads, desserts and other dishes.
* **Assists** in requisitioning, receiving and storing of foods and supplies; estimates quantities of food and supplies required.
* **Assists** in maintaining proper care of equipment and sanitation of the kitchen to include service windows; kitchen trash and floors.
* **Operates** a variety of food service equipment, i.e. vending machines, carts, etc.
* **Assists** in the daily collection, counting and proper recording of money collected required.
* **Assists** in inventory and maintaining necessary records.
* **Keeps** a variety of records including the daily cash reports and time sheets, student information downloads and online payments.
* **Implement** portion controls and monitor student meals to ensure USDA compliance for a reimbursable meal.
* **Serves** as cashier.
* **Supervises** kitchen in supervisor's absence.
* **Assists** with cleanup of general work area.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in district in-service programs.

Job Requirements - Qualifications:

* **Experience Required:** Three (3) years of experience in the preparation and serving of large quantities of food, including the preparation of salads and baked goods.
* **Skills, Knowledge and/or Abilities Required:**

  Skills to perform basic arithmetic calculations, operate and care for institutional kitchen equipment.

  Knowledge of modern methods of food preparation, health codes and sanitation principles. Basic knowledge of computers and programs. Correct English usage, spelling, writing, and math.

Abilities to stand for prolonged periods, understand and carryout oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, stooping, reaching/handling/fingering, talking/hearing conversations and other sounds (potential hazards), visual acuity/depth perception/visual accommodation. Estimate quantities needed and to order correct amounts for economical food service; work efficiently during rush conditions; supervise the operation of kitchen during absence of supervisor. Operate a variety of cafeteria equipment, utensils, and machines. Organize and perform multiple tasks. Perform simple mathematical calculations, count money and make change with speed and accuracy. Work completely, effectively, and safely within give time constraints. Independently perform assigned responsibilities on own initiative without close supervision. Be flexible to changing the flow of work patterns. Work in a wide range of temperatures. Exhibit manual dexterity. Supervise operation of kitchen during absence of the supervisor.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Drivers' License and remain insurable at the District's standard insurance rates.

* **Other**: Hazardous Analysis Critical Control Point (HACCP) certification.