

ASSISTANT CAFETERIA MANAGER

GENERAL RESPONSIBILITIES

Under general supervision, assist the Cafeteria Manager in planning and organizing the preparation, packaging, and serving of school meals in accordance with prescribed menus, and to do related work as assigned. The responsible party may assume the duties of any Cafeteria Manager during a temporary absence.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist in the preparation of daily reports, menu planning worksheets, warehouse requisitions and inventory records.
- Prepare and maintain accurate records and inventory control.
- Complete production sheets in the absence of, or as assigned by, the manager.
- Count and verify the daily deposit and prepare the bank deposit in the absence of the manager or as assigned by manager.
- Assist in the preparation, handling and serving of food to ensure all safety, health, quantity and quality requirements are met.
- Adhere to health and food safety standards; maintain temperature control in all aspects of food preparation and service.
- Operate electronic point-of-sale (POS) equipment such as cash registers, computers and keypads.
- Collect money and make change.
- Clean serving counters, tables, chairs, food containers and other equipment and ensure the proper care of the kitchen equipment.
- In the absence of the manager, open and close the kitchen and cafeteria.
- Organize, delegate, instruct, supervise and assist in the evaluation of other cafeteria employees as directed.
- Supervise work of assigned cafeteria employees as directed.
- Help train personnel on operational procedures and reinforce the training of cafeteria assistants.
- Identify problems and confer with the manager for solutions.
- Cooperate with the principal, faculty, students, and staff to make the food service program an integral part of the total school program.
- Maintain an atmosphere that enhances good teacher, student, parent, and cafeteria staff relationships.
- Organize student promotions and student/teacher involvement activities to increase student meal participation.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the preparation, cooking, and serving of food in large quantities; general knowledge of food quality and values; some knowledge of special dietary requirements; general knowledge of the practices used in receiving and storing of foods in large quantities, kitchen sanitation and safety measures used in food handling and in the operation, and cleaning and care of utensils, equipment and work area; general knowledge of methods of computing food quantities required by prescribed menus and basic requirements of the National School Lunch and Breakfast programs; ability to supervise the work of others, make arithmetical calculations with accuracy, prepare reports and work with others in a close fast paced environment; ability to utilize basic computer operations, prepare high quality food appropriate to the need of students, work under time constraints and assist in estimating quantities of food required; ability to provide excellent customer service and build effective working relationships with associates, students, and staff; must be organized and able to manage multiple responsibilities simultaneously and accurately and complete reports and documents in a timely manner.

EDUCATION AND EXPERIENCE

High school graduate/GED. Successful completion of the Cafeteria Manager’s Training Course and a valid ServSafe certification. Recommended two to five years experience working in school foodservice.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

The position requires the ability to stand for long periods of time and the ability to withstand heat and exposure to chemicals. Position requires significant sitting, standing, stooping, kneeling, bending and walking. Physically capable of climbing slopes, stairs, steps, ladders and ramps as well as perform strenuous manual labor for sustained periods of time. Ability to frequently move objects weighing up to 50 pounds and push or pull a rolling cart carrying up to 200 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 9/08
-------------------------	------------------------