



SCHOOL FOOD SERVICE ASSISTANT MANAGER

9.10 months / 182 days / 7 hours per day

REPORTS TO: SCHOOL FOOD SERVICE MANAGER

FLSA STATUS: NON-EXEMPT

JOB SUMMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES

ASSIST WITH PLANNING AND SUPERVISION OF AN ACCOUNTABLE AND EFFICIENT SCHOOL FOOD SERVICE PROGRAM. RECEIVE, STORE, AND INVENTORY ALL SUPPLIES AND FOOD ITEMS.

A. PERFORMANCE RESPONSIBILITIES

1. Follows all policies and procedures in administering the National School Lunch/Breakfast Program
2. Enforces HACCP guidelines, establishes personal hygiene techniques and safe working habits
3. Promotes good nutrition to students, teachers and others
4. Assists with administration of scheduling, food production, inventory control and financial requirements of the School Food Service Program
5. Adheres to established personal hygiene techniques
6. Follows work schedules for preparation and service of food and the use and care of equipment
7. Assists manager with yearly in-services
8. Identifies and utilizes cleaning chemicals as indicated in the MSDS sheets
9. Prepares and serves meals demonstrating the correct use of standardized recipes, food preparation techniques and portion control
10. Maintains correct holding temperature of food
11. Checks food quality during preparation and utilizes acceptable food handling and sanitation techniques
12. Reports amount of food used, shortages and leftovers
13. Properly checks and stores deliveries
14. Maintains appropriate data entry on food service computers
15. Demonstrates courteous and cooperative behavior when working with customers, co-workers and administration
16. Performs any other duties as assigned by immediate supervisor/designee or superintendent

B. PROFESSIONALISM

The employee shows professionalism in attitude and conduct

- Accepts constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Maintains the confidentiality of all student information, both oral and written, and school board business by refraining from accessing, discussing or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- Observes professional ethics as prescribed by the employee's profession/craft and in accordance with state law and board policy.
- Uses verbal and non-verbal communication in a manner respectful of others.
- Maintains self-control.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Participates in professional growth activities.

C. ATTENDANCE AND PUNCTUALITY

- Reports to work at the assigned time
- Attends work on a daily basis
- Contacts Supervisor when absent
- Works additional hours when deemed necessary
- Clocks in and out and utilizes time clocks appropriately

D. SAFETY



- Completes tasks in a safe manner as prescribed by the Safety Department or by the employee's profession/craft.
- Maintains a neat and orderly work environment.
- Dresses appropriately for the job assigned and in compliance with state law and board policy.
- Displays employee ID tag at all times while on duty.
- Reports any unsafe conditions or any incidents of injury or damage immediately to the appropriate official.
- Complies with policies on Employee Tobacco Use, Drug-Free Workplace and use of Cell Phones when on duty.

METHOD OF EVALUATION

A formal observation/written evaluation per year by supervisor shall be completed.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

QUALIFICATION REQUIREMENTS

Successful completion of the state's technician training courses; within first year of employment successfully pass the exam in the allotted time set by the State of LA, Department of Education, Division of Nutrition and Assistance; two (2) years of successful experience or an Associate of Science Degree in Foods and Nutrition; ability to concentrate on fine detail with frequent interruptions; ability to understand multiple task/assignments given during the course of the day and to remember assignments over a long period of time; personal characteristics that include personal cleanliness, a good sense of smell and taste and freedom from communicable diseases.

PHYSICAL DEMANDS

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: ability to grasp, lift, maneuver, carry, push, pull and/or move 20 to 50 pound objects on a daily basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment described here is representative of which 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.

TERMS OF EMPLOYMENT

There will be a probationary period of 6 months from the date of employment for new employees. After 6 months, a decision based upon an evaluation will be rendered in regards to the employee's status as a permanent employee.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.