

Job Title: Assistant Cafe Manager
Reports to: Cafeteria Manager
Assignment: Assigned Campuses
Wage/Hour Status: Non-exempt
Pay Grade: \$15.50-20.50/ hour, 175-183 workday school calendar
Date Revised: 2026.07.07

Terms of Employment:

This FLSA non-exempt position (hourly) is on a work calendar of 175-183 days per school year, roughly the same as a student's schedule which is about 180 days. Pay is based on applicable experience.

Primary Purpose:

Assist the Café Manager as needed to accomplish daily preparation and service of meals to students. Work under moderate supervision to serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

Education/Certification:

- Food Handler's Certificate

Experience:

- None

Special Knowledge/Skills:

- Ability to understand written and verbal food preparation and safety instructions
- Working knowledge of kitchen equipment and food production safety procedures
- Ability to operate large and small kitchen equipment
- Ability to perform basic math

Major Responsibilities and Duties:

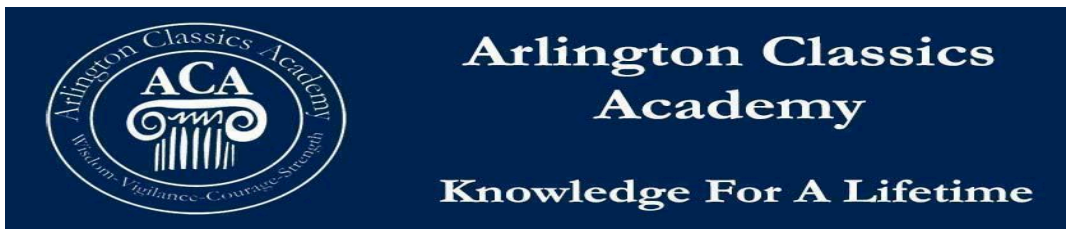
(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Food Preparation and Serving

- Prepare for service of quality food according to a planned menu of tested and uniform recipes from the bulk food vendor. Food arrives each morning and is maintained in warmers.
- Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
- Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.

Safety and Sanitation

- Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
- Keep garbage collection containers and areas neat and sanitary.
- Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
- Maintain personal appearance and hygiene.
- Promote teamwork and interaction with fellow staff members.
- Other duties within the scope of the position as assigned by the Café Manager.



Other, as needed in absence of Café Manager

- Handle and record cashier functions accurately, as needed.
- Help record food requisitions and order necessary supplies, as needed.
- Maintain daily food preparation records, as needed.

Supervisory Responsibilities:

None

Other:

All other duties as assigned.

Complete required training each year as directed by Student Nutrition Coordinator.

Working Conditions:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including vertical food warmers, steam table, sharp cutting tools/knives, milk cooler, commercial refrigerator, ice machine, sinks, storage cabinets, and food/utility cart

Posture: Standing; kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Walking, grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Moderate lifting and carrying (15-20 pounds)

Environment: Work inside a limited, modified commercial kitchen environment; some exposure to extreme hot and cold temperatures, noise, vibration, work with hands in water.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Arlington Classics Academy does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, or any other basis prohibited by law.

The statements above are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. Supervisors may assign additional duties when deemed appropriate. Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform **each essential** duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Date

Signature