

## **SCHOOL DISTRICT OF LEVY COUNTY**

### **JOB DESCRIPTION**

#### **ASSISTANT MANAGER, FOOD AND NUTRITION SERVICES**

##### **MINIMUM QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Three (3) years of experience in school food service, quantity food service or related experience.
- (3) Current ServSafe Certification.
- (4) School Nutrition Association certification preferred.
- (5) Valid Florida driver's license.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in such preparation and service.  
Knowledge of food values and nutrition; health, sanitary and safety practices; the purchase and storage of food and non-food supplies  
Ability to perform routine duties involving preparation, cleanup, and serving food.  
Ability to effectively communicate orally and in writing.  
Ability to follow oral instructions and written directions.  
Ability to work efficiently and effectively in a fast-paced kitchen environment.  
Ability to stand for long periods of time.  
Ability to establish and maintain positive working relationships with a diversity of groups and individuals.  
Basic math skills necessary for, but not limited to, preparing recipes, conducting inventory of food and non-food items and counting money and making change.  
Ability to utilize computer programs currently available in food service operation.  
Ability to operate food service equipment.

##### **REPORTS TO:**

Food and Nutrition Services Manager

##### **JOB GOAL**

To assist with preparing nutritious and appetizing meals in a clean and safe environment, serving with a positive and friendly attitude, and producing using cost-effective measures that will support the goals of the District.

##### **SUPERVISES:**

Food and Nutrition Services Workers & Substitutes as assigned by Food and Nutrition Services Manager.

##### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in the preparation and service of meals according to menus and standards.
- \* (2) Assist with the storage and care of food and supplies.

- \* (3) Assist with the cleaning of the kitchen, serving, and storage areas.
- \* (4) Assist with the supervision of cleaning schedules to ensure the work is carried out.
- \* (5) Assist with the inspection of the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
- \* (6) Assist with the responsibility for ensuring that all equipment in the cafeteria is in safe working condition.
- \* (7) Assist with the end-of-day Point of Sales (POS) procedures and collection of revenue.
- \* (8) Assist in preparing, ordering and maintaining records on food and supplies.
- \* (9) Assist with instructing new cafeteria employees in performing their assigned tasks.
- (10) Attend meetings, trainings, or conferences to promote professional growth and obtain the annual Continuing Education hours required by the USDA Professional Standards guidelines.
- (11) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- (12) Assist the Food and Nutrition Services Manager in the day-to-day operations.
- (13) Assume the Food and Nutrition Services Manager's responsibilities as needed.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(15) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 11**  
**Group 2 of the ESP Salary Schedule; SP380**  
**DOE Job Code 76016**

**Revised Board Approval 06/25/2019**