

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

ASSISTANT FOOD SERVICE MANAGER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years as a cafeteria worker.
- (3) Experience in large scale food preparation.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to assist the Food Service Manager in the day-to-day operation of the cafeteria. Assume the manager's duties when needed. Ability to perform routine duties involving preparation, cleanup, and serving food. Knowledge of basic math skills. Ability to work under pressure in a noisy environment. Ability to operate food service equipment. Ability to establish and maintain positive working relationships with others.

REPORTS TO:

Food Service Manager / Principal

JOB GOAL

To assist with the smooth and efficient operation of the school cafeteria and provide each student with nutritious food in an atmosphere of cleanliness, friendliness and warmth.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the preparation and serving of food in the cafeteria.
- * (2) Assist with the storage and care of food and supplies.
- * (3) Assist with the cleaning of the kitchen, serving, storage and dining 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 collection of revenue from cafeteria services.
- * (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) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (11) 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:

ASSISTANT FOOD SERVICE MANAGER (Continued)

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 (499 students or less)

DOE Job Code 76016

Revised Board Approval 04/11/2017