**Cafeteria Assistant Manager**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Cafeteria Manager **Classification:** Auxiliary

Director of Child Nutrition

**Dept/Campus:** Child Nutrition **Paygrade:** A-3

**Wage/Hr Status:** Nonexempt **Revised:** January 2015

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Assist in the supervision of the campus cafeteria in all areas of food preparation to ensure that customers receive a meal that meets all guidelines in a friendly and safe setting. Assist the cafeteria manager in the supervision, training, and management of the campus child nutrition operations.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED preferred

Completion of HACCP sanitation course prior or during first year of employment

**Special Knowledge/Skills:**

Knowledge of methods, materials, equipment, and appliances used in food preparation

Proven ability to effectively communicate and get along with employees, students, and staff

Patient and calm demeanor with students and others

Ability to manage personnel

**Experience:**

General knowledge of Basic Accounting and Reporting Procedures in order to prepare food orders, keep daily records of lunch counts and income, food production records, count money and prepare bank deposits, prepare time cards

Two years experience in institutional food service operations

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist in the delegation of work schedule among employees and the training and instruction of new employees.
2. Assist in the supervision of the daily activities associated with preparation and serving of all meals following planned menus, making sure adequate quantity is prepared to meet USDA guidelines in regard to portion serving size, and that the finished product is of best quality, both in flavor and appearance. Last student served gets same choices as first student served.
3. Order, on the designated schedule, all necessary supplies, produce, and bread as required.
4. Ensure that all deliveries are checked and verified on receipt.
5. Prepare records and inventories daily as required, such as production records, temperature logs, cleaning logs, and hand check logs.
6. Supervise the proper method of cashiering all meals served, maintaining required records and income sheets, and being responsible for the proper handling of all cash, cash reports, meal reports, and time cards as required.
7. Supervise the overall safety and sanitation program in assigned kitchen, following the county, state, and federal health department regulations, maintaining a score of at least 95% on each semi-annual inspection as required.
8. Assist with the Supervision of kitchen personnel in the safe, proper, and efficient use of all kitchen equipment, keeping equipment clean and in good working order.
9. Attend in-service workshops to keep abreast of new techniques and operations.
10. Assist with ordering, planning, and supervising of all Snack Bar/a-la-carte line operations within school (salad bar, deli bar, etc.) that are part of the cafeteria.
11. Conduct monthly safety and sanitation meetings at assigned campus and submit written records of these meetings, which include the topics discussed and who attended the meeting to the Child Nutrition office as required.
12. Maintain a safe and hazard-free working environment.
13. Responsible for planning and preparation of foods for special functions at assigned campus as required.
14. Responsible for ensuring that each meal served contains the necessary components to constitute a reimbursable meal as described in the TISD Policy and Procedures Manual in the administration of lunches section and in the TDA Child Nutrition Program Administration Reference Manual.
15. Responsible for prudent and reasonable care of USDA Commodities distributed to designated campus as outlined in the Child Nutrition Programs Administration Reference Manual- Section 14.
16. Assist in ensuring all cafeteria employees adhere to time clock and work schedule policies.
17. Work and plan on increasing student participation in meals and meal planning.
18. Maintain a profit at or above 30%.

**SUPERVISORY RESPONSIBILITIES:**

cooks, bakers, and production assistants

**EQUIPMENT USED:**

Convection ovens, steam kettles, ice machine, deep fryers, large mixers, mechanical slicers, cooking utensils, and other kitchen equipment; computer terminal and printer.

**WORKING CONDITIONS:**

**Mental/Physical Demands:**

Ability to maintain emotional control under stress, must be able to position and frequently move about within the work area. Ability to retrieve, transport, position and reposition food supplies and equipment; must pass health department examinations; moderated exposure to extreme hot and/or cold temperatures; exposure to chemicals used in cleaning, sanitizing, and pest control; required wearing of back support belt while on duty; hazards include cuts from utensils, burns from hot foods and equipment as well as falls due to wet floors.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date