

## Ashe County Schools Job Description

<b>POSITION</b>	Assistant Cafeteria Manager
<b>TERM</b>	10-month
<b>FLSA STATUS</b>	Non-Exempt
<b>EDUCATION</b>	High School Diploma or Equivalent
<b>EXPERIENCE</b>	Some experience working in similar position
<b>PAY GRADE</b>	
<b>REPORTS TO</b>	Cafeteria Manger

### **NATURE OF WORK**

*An employee in this class assists the manager by performance of some managerial tasks and takes charge in absence of the manager. The employee has knowledge of preparation of foods served in school cafeterias. General guidelines are provided for work to be done. The employee is expected to solve almost all problems that arise in the preparation and serving of food. Errors made by the employee can cause serious disruption of the food service and even allow contaminated food to be served. General supervision is provided for the employee.*

### **KNOWLEDGE AND ABILITIES**

- Requires considerable knowledge of:
  - Free and reduced meal program
  - Collection procedures
  - All federal meal patterns
  - Operation of all equipment
  - Sanitation requirements
- Knowledge to perform basic math, including calculations using fractions, percentages, and/or ratios
- Knowledge of computers and software programs used to maintain student accounts and generate necessary reports
- Specific knowledge-based competencies required to satisfactorily perform functions of the job that include:
  - Quantity cooking
  - Batch cooking
  - Health standards and hazards
  - Proper food handling and storage practices and procedures
  - Techniques of inventory maintenance
- Ability to take and record food temperatures during food preparation and serving
- Ability and skill to use computer to maintain student accounts and produce necessary reports, etc.
- Ability to accurately complete all required records and reports and in timely manner
- Ability to exercise independent judgment and to use initiative to resolve problems
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to communicate in a pleasant, positive manner with students, staff, parents, and coworkers

### **DUTIES AND RESPONSIBILITIES**

- Works under limited supervision
- Assists manager to improve work flow and the overall efficiency of the kitchen
- Follows standardized practices and/or methods
- Reconciles transactions for the purpose of balancing accounts and adhering to accounting practices
- Estimates food preparation amounts
- Maintains food service equipment
- Assists in preparation of food and facility maintenance
- Receives and verifies all deliveries and refuses unsatisfactory products or services
- Accurately complete all required records, reports, and inventories
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order
- Communicates in a pleasant, positive manner with students, staff, parents, and coworkers
- Participates in meetings in-service training, workshops, etc.
- Counts daily cash drawers and completes forms related to the deposit
- Serves as the assistant to the Cafeteria Manager
- Participates in cleaning kitchen area and equipment and utensils to ensure that sanitation codes are maintained; washes pots, pans and serving utensils by hand or by dishwashing machine, including adding detergent and sanitizing agent, and regulating temperature and water flow to thoroughly clean and sanitize pots, pans, cooking and serving utensils, and silverware
- Assigns selected tasks to assistants with deadlines
- Instructs other employees in food preparation and serving techniques
- Inspects kitchen activities to insure safety and sanitation procedures are followed
- Reports improper actions to the manager
- Acts as cashier as necessary
- Performs other duties as assigned by cafeteria manager or authorized administrator

### **ESSENTIAL JOB FUNCTIONS**

- Performs duties of Cafeteria Manager for the purpose of ensuring the completion of their job functions in the absence of the manager
- Reads, interprets and follows standardized recipes, calculate servings needed from basic recipe
- Applies quantity food preparation methods and procedures
- Follows work schedules and cleaning schedules as assigned
- Works efficiently, keeping work surfaces clean and neat
- Takes and records food temperatures during food preparation and serving
- Must be able to lift 30 pounds
- Promotes team work and assist where needed
- Maintains a positive attitude at all times
- Monitors kitchen and cafeteria areas for purpose of ensuring a safe and sanitary working environment

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.