# Assistant Cafeteria Manager HS

**Rev. April 2024**

**Reports to:** Assigned Campus Cafeteria Manager
**Dept./Campus:** Assigned Campus

**Status:** Non-Exempt
**Paygrade:** 504

**Term:** 178 Days

## PRIMARY PURPOSE:

Assist the cafeteria manager in supervising, training, and managing campus nutrition services staff and operations. Ensure that the appropriate quality and quantities of food are ordered and are prepared to specifications. Meet or exceed all state and federal health regulations and ensure that all state and federal nutritional guidelines are followed.

## MAJOR RESPONSIBILITIES AND DUTIES

- **Assistant Cafeteria Manager and Food Preparation**
  - Produce and maintain work schedules, task sheets, and production records.
  - Direct daily kitchen and cafeteria activities; organize and handle any delegated special events.
  - Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
  - Work cooperatively and communicate effectively with campus administration to accommodate temporary schedule changes, special serving requirements, and special events.
  - Supervise and train employees assigned campus employees promoting efficiency, morale, and teamwork.
  - Participate in breakfast and lunch promotions.

**Policy, Reports and Law**

- Ensure that food is prepared safely according to guidelines and is of high quality according to department policies, procedures, and requirements.
- Maintain accurate reports of daily and monthly financial, production, and activity records.
- Maintain and submit accurate information for payroll reporting; timecards, tardiness, and absenteeism.

**Safety and Sanitation**

- Ensure that food items are stored in a safe and hazard-free environment.
- Establish and enforce district standards of cleanliness, health, and safety following established health and safety codes including food handler certifications.
- Maintain a safe work environment.

**Inventory and Equipment**

- Ensure that appropriate quantities of food and supplies are available through accurate and periodic inventories.
- Maintain accurate logs on all equipment maintenance required by the Nutrition Services office.
- Report needed equipment repairs to the Nutrition Services office.
- Conduct annual physical equipment and supplies inventory.

**Other**

- Help train assigned cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.
- Perform all other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

- Supervise and evaluate assigned campus food service employees.

## QUALIFICATION GUIDELINES

**Education/Certification/Experience:**

- High School diploma or GED
- Valid Food Handlers card from Williamson County
- Minimum of 18 months of school food service experience in a variety of positions

- **Knowledge/Skills/Abilities:**
  - Knowledge of methods, materials, equipment, and appliance used in food preparation
  - Knowledge of food handler safety
  - Ability to manage personnel
  - Effective organizational, communication, and interpersonal skills

**Mental/Physical/Environmental Demands:**

- Large and small kitchen equipment including but not limited to mixer, pressure steamer, sharp cutting tools. Stove, oven, and food and utility carts, personal computer and other peripherals
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching
- Frequent moderate lifting and carrying (15-44 pounds)
- Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures; extreme humidity, noise, vibration, microwaves, bacteria/mold/fungi, fumes/vapors/gases, electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces
- Work with frequent interruptions; maintain emotional control under stress

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
*Family Educational Rights and Privacy Act (FERPA)* for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.