



Title:	Child Nutrition Assistant Manager
Reports to:	Child Nutrition Manager
Terms of Employment:	10 Months
Salary:	TBD

NATURE OF WORK:

An employee in this class performs a variety of duties in the direct supervision of the food service program in one or more schools. Tasks are performed according to established guidelines and procedures. The employee is expected to resolve most problems that arise in the operation of a school cafeteria. Errors by the employee may result in serious disruption of the food service or loss of time and money. The employee receives general supervision. The employee directly supervises other employees in the school cafeteria.

High School Diploma or Equivalent or required

ILLUSTRATIVE EXAMPLES OF WORK

Employee is required to maintain Serve Safe Certification

Inspects and assist in food Production and Service

Assist in scheduling work to be done.

Follows planned menus with occasional substitutions as allowed.

Applies prescribed quality standards and quantity controls.

Observes food preparation and line service to assure quality and proper presentation of food.

Displays food to reflect school and seasonal activities.

Assist in planning use of left-over foods.

Assist in requisitioning foods and supplies as needed.

Verifies cost, quantity, and quality, of items received.

Advises supervisor concerning improper quality/condition of items received.

Sets up and ensures proper storage of all items according to prescribed standards.

Assists manager in conducting inventories.

Rotates stock in a timely manner.

Equipment and Facility Management

Oversees the use of equipment.

Requests repairs and replacement of equipment as needed.

Maintains a constant check of conditions of sanitation and safety and makes needed corrections.

Oversees use of facility by other groups.

Personnel Management and Supervision

Assigns work daily to staffs needed.

Provides on-the-job training in equipment use and care, food production and presentation, sanitation, storage, and recordkeeping.

Assist in evaluating performance of each employee.

Counsels employees to maintain productive working relationships.
Recommends hiring and disciplining of employees.
Conducts staff meetings.