



**Title:** PIC (Person in Charge)  
**Reports to:** Child Nutrition Manager  
**Terms of Employment:** 10 Months  
**Salary:** TBD

**Qualifications:**

Current full-time Child Nutrition Employee  
Employee is required to maintain Serve Safe Certification  
  
Basic knowledge of paperwork and facilities operation  
  
Be willing and able to perform the duties of the Assistant Manager  
  
High School Diploma or equivalent is required

**Essential Job Functions:**

- \* Accurately record and input inventory into the meals plus System
- \* Prepare and submit food and supplies orders
- \* Accepting deliveries
- \* Fill out # 3 production sheets
- \* Open and close facility
- \* Manage Daily operations
- \* Adjust Daily Production as needed
- \* Follow HACCP
- \* Daily Deposits
- \* Run Reports and know how to read them
- \* Invoices, deposit tickets, etc.

\*Duties are not limited to this list

**General Description:** The Assistant Manager will work closely with the Cafeteria Manager

To continue to learn the required duties so they can perform these duties as

Needed and be ready for promotion when positions become available.

The Assistant manager is also expected to promote a positive work environment

And have the ability to manage multiple employees effectively, must

Maintain a good working relationship with students, parents, school employees,

Cafeteria employees and the public.