

Job Title: ASSISTANT MANAGER, FOOD SERVICE
Reports to: Food Service Manager
Dept./School: Food Service Department
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

To assist the manager in the operation of the campus kitchen. Perform the duties of the manager and/or clerk when that employee is absent. Supervise, train, and manage campus food service operation. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Central Office administration. Meet health codes. Meet USDA-CNP regulations. Meet Food Service standards, policies and procedures.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Food manager certification preferred
Current Food Handler's Permit OR ServSafe Certification Required

Special Knowledge/Skills

Knowledge of methods, materials, equipment, and appliances used in quantity food preparation
Ability to manage and train personnel
Effective planning, organizational and communication skills
Ability to learn and operate computer programs used in food service
Effective math and record keeping skills

Experience

Completion of a sanitation course before or during the first year as manager
Two years experience in institutional food service operations

MAJOR RESPONSIBILITIES AND DUTIES

Cafeteria Management

1. Assist Manager in producing and maintaining work schedules and production records.
2. Direct daily activities in kitchen and cafeteria.
3. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
4. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.
5. Assist manager in supervising and training employees at campus level, promoting efficiency, morale, and teamwork.
6. Ensure that the Standard Operating Procedures Manual is followed to facilitate communication and job expectations in the areas of health, hygiene, personnel, funding, resources, etc.

Policy, Reports, and Law

7. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
8. Maintain accurate reports of daily and monthly financial, production, and activity records.
9. Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).
10. Review entire counting and claiming, and money handling procedures, to include computer programs.

Safety

11. Ensure that food items are stored in safe and hazard-free environment.
12. Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
13. Maintain safe work environment.

Inventory and Equipment

14. Ensure that appropriate quantities of food and supplies are available, by ordering appropriate quantities and according to the menu.
15. Assist in checking in all orders and conducting end of month inventories.
16. Maintain logs on all equipment maintenance required within campus food service department.
17. Perform preventive maintenance and report needed equipment repairs.
18. Recommend replacement of existing equipment to meet department needs.
19. Assist in conducting annual physical equipment and supplies inventory.
20. Help train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.
21. Ensure that the quality control system to ensure employee safety is followed.

Other

22. Perform any other duties assigned by supervisor.
23. Maintain confidentiality of information.

Supervisory Responsibilities

24. Assist manager in supervising and evaluating food service workers assigned to campus cafeteria.

EQUIPMENT USED

Large and small commercial kitchen equipment to include electric slicer, mixer, convection ovens, warmers, braiser, tilt skillets, sharp cutting tools, dishwasher, and food and utility cart. Computer, calculator, printer, and all other equipment used in the kitchen/cafeteria.

WORKING CONDITIONS

Mental Conditions/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling, reaching, moderate lifting (25 lbs.) and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures. Must be in good physical condition and able to meet the physical and mental demands of the job.

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

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____