



ASSISTANT CAFETERIA MANAGER

GENERAL RESPONSIBILITIES

Under the leadership of the Cafeteria Manager and the direction of the Office of Food Services, the position is responsible for assisting with the planning, managing, monitoring, supervising, and providing direction in the provisioning, operation, and functions of a cafeteria.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, coordinate, assign, oversee and participate as required in the preparation, batch cooking and serving of food, preparing and maintaining necessary records and files.
- Assist manager with training staff in operational procedures and maintaining accurate food service records.
- Fill-in for absences or vacancies division-wide, as assigned by the Office of Food Services.
- Prepare and serve meals and other food to children and adults in a courteous customer service-oriented manner.
- Practice and enforce personal hygiene and proper sanitation standards.
- Identify problems and recommend changes in methods and procedures.
- Open kitchen, set up equipment, prepare cafeteria for serving.
- Maintain change fund, count, and balance cash and checks received; prepare deposit slips and deposit money in the bank.
- Maintain consistency in food preparation and service to students and school employees.
- Prepare equipment for food preparation and monitor refrigeration equipment.
- Order cafeteria supplies and prepare food orders as needed.
- Prepare work details for next day, secure kitchen at end of day.
- Supervise cleaning and sanitizing of eating utensils, counters, and equipment.
- Compile reports, invoices, deposit slips and cash register reports.
- Receive, check, and sign for food delivered to school, prepare work schedule, keep time sheets.
- Prepare food production reports, prepare roster sheets.
- Coordinate efforts with school staff, faculty, and support personnel, which include (delivery, maintenance, security and custodial).
- Act as the temporary manager, as needed, in the absence of the Cafeteria Manager.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the preparation, batch cooking and serving of food on a large scale. General knowledge of food quality and special dietary requirements. Extensive knowledge of the practices used in receiving and storing food in large quantities, kitchen sanitation and safety measures used in food handling. Knowledge of working with a Point of Sale system and the ability to perform minor troubleshooting tasks. Ability to direct operations, cleaning, and care of utensils, equipment, and work areas. Ability to supervise the work of others and prepare reports. Must have the ability to establish and maintain effective working relationships with associates, students, and school staff, and maintain emotional control. Must be able to work with others in a close fast paced environment. Must have a working knowledge of meal pricing, serving of a la carte items and Point of Sale (POS) operations. Must be organized and able to manage multiple responsibilities simultaneously.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Two (2) years food service experience.

Successful completion of an on-the-job management program.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, stooping, and crouching. Work involves moderate exposure to unusual elements such as extreme heat, fumes, smoke, unpleasant odors, hazards such as, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Must successfully attend Manager Training Course. Must attend before or just after attaining this position.

Must successfully attend Leadership and Management Course

Must meet 10-hour USDA mandated training requirements for School Nutrition Staff annually.

Must successfully attend a 12-hour ServSafe Certification Course.

Must successfully attend a 4-hour ServSafe Re-certification every 3 years.

Must successfully complete the on-line Fats, Oils and Grease Program. Administered at Vbgov.com.

Must provide their own slip resistant safety shoes, hair and beard restraints. These items must be worn daily.

Possession of a valid driver's license.

Personal transportation required from home school to an assigned site.

Regular and reliable attendance is an essential function of this position.