

## **ASSISTANT CAFETERIA MANAGER**

### **Purpose Statement**

The job of Assistant Cafeteria Manager was established for the purpose/s of helping to supervise food services activities at assigned site; organizing food preparation activities; assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements.

This job reports to Supervisor - Cafeteria I

---

### **Essential Functions**

- Directs assigned personnel (e.g. food service workers, student workers, volunteers, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Maintains food service equipment for the purpose of maintaining safe operating conditions.
- Monitors kitchen and cafeteria areas (e.g. health inspections, preparation of food, temperature of food, etc.) for the purpose of ensuring a safe and sanitary working environment.
- Participates in meetings, conferences, etc. (e.g. manager meetings, staff training, student groups, etc.) for the purpose of conveying/receiving information and/or enhancing professional skills/knowledge.
- Performs duties of Cafeteria Manager for the purpose of ensuring the completion of their job functions in their absence.
- Performs functions as required of another position within area of responsibility (e.g. cafeteria worker, lunch server, breakfast server, assistant cafeteria manager, etc.) for the purpose of providing overall coverage of food service operations.
- Prepares written materials (e.g. reports on operations and activities, bills on food items, inventories, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Procures equipment and supplies when requested by the site manager for the purpose of maintaining an adequate inventory to provide nutritional services efficiently and within budget guidelines.
- Reconciles transactions (e.g. meal counts, monies collected, etc.) for the purpose of balancing accounts and adhering to accounting practices.
- Responds to inquiries of students, staff and the public for the purpose of providing information regarding the type and/or cost of meals; and/or resolving complaints in a timely manner.
- Serves as the assistant to a Cafeteria Manager in performance of all functions required of a Cafeteria Manager for the purpose of creating an effective and efficient work environment.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in quantity food preparation; planning and managing projects; preparing and maintaining accurate records; operation of modern office equipment including computer equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: quantity cooking; health standards and hazards; operations, services, and activities of a school food service program; principles of supervision and training; pertinent Federal, State, and local laws, codes, and regulations; basic principles, methods, and techniques of inventory maintenance; use and operation of weighing and measuring devices; and proper food handling and storage practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with persons of varied backgrounds; providing direction and leadership; adapting to changing work priorities; working within time constraints; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 100% sitting, 25% walking, and 75% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Food Handlers/ServSafe Certificate by NRA within one year of hire

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 42

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_