
TITLE: Lunchroom Assistant Manager

QUALIFICATIONS:

1. High school diploma or GED
2. Demonstrated aptitude or competence for assigned responsibilities
3. Such alternative to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal, Lunchroom Manager and CNP Director

JOB GOALS: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

JOB DUTIES:

1. Assist in the oversight and preparation of food portions and cafeteria counter.
2. Serve students and staff from cafeteria counter.
3. Assist in the cleaning of counters, tables, and furnishings in the dining area.
4. Assure that all students are served equally the required portions.
5. Prepare food according to the approved menu using standardized recipes.
6. Provide a friendly atmosphere for students, faculty, and guests.
7. Use food and supplies for school purposes and functions. (Unauthorized food use and/or removal from the school will be just cause for dismissal.)
8. Assist with the daily cleaning of all kitchen equipment and the washing and sanitizing of all dishes, silverware, and utensils.
9. Ability to read and follow written and oral directions, follow standardized recipes, and do simple mathematics and measures.
10. Ability to think logically and systematically, learn technical skills of quantity food production, use and care of equipment.
11. Ability to work under pressure and time constraints.
12. Ability to work with both hands when preparing food.
13. Read and interpret recipes and instructions and assist others as needed with instruction.
14. Maintain cooler, freezer, kitchen area and storage areas in an orderly and sanitary condition.
15. Receive deliveries and checks against purchase orders, using established procedure.
16. Ability to use equipment times and controls, and scaling equipment.
17. Assists Manager in inventory control and reporting – daily and monthly.
18. Capable of working for eight (8) hours in a cold or hot and humid kitchen environment.
19. Capable of standing for long periods of time on quarry floors during food preparation using work surfaces that are 48" above the floor.

20. Capable of using floor cleaning equipment to sweep, mop, and/or scrub as needed.
21. Follow and passes required sanitation standards and training – Serv Safe certification.
22. Ability to empty 50 gallon trash receptacle into an eight yard dumpster.
23. Assists Manager in reporting need for repairs or maintenance.
24. Ability to read chemical product sheets and follow required safety procedures while using and cleaning food preparation equipment.
25. Ability to transfer extremely hot food pans from food preparation equipment to serving area.
26. Ability to use food preparation equipment that dice, mix, slice, cut, chop, fry, bake, steam, braise, broil, boil, and puree using required manufacturer's safety recommendations.
27. Ability to use six foot step ladder for weekly cleaning of kitchen ventilation system.
28. Ability to disassemble, clean and reassemble food preparation and cleaning equipment.
29. Ability to lift boxes and food items with approximate weight not to exceed twenty-five pounds.
30. Perform related duties as required, including duties at special meal functions.
31. Shows politeness and good manners in dealing with others, & encourages harmony among staff.
32. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
33. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
34. Perform other duties as may be assigned, filling in for Manager in her/his absence.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

