

## **Aledo ISD Job Description**

### **Campus Cafeteria**

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## **Child Nutrition Assistant Manager**

Rev. 9/20/2013

**Reports to:** AHS Child Nutrition Manager

**Primary Purpose:**

Assist in:

- Supervising, training, and managing of the campus food service operation in a safe and efficient manner.
- Ensuring that appropriate quantities of food are prepared and served.
- Meeting time constraints set by menu requirements established by Central Office administration.
- Meeting health codes.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

Proficient in English language

Food manager certification (may be completed in first 90 days of employment)

Mandatory trainings are required as determined by Aledo ISD

**Special Knowledge/Skills:**

Knowledge of methods, materials, equipment, and appliances used in food preparation

Ability to assist in managing personnel

Effective planning and organizational skills

**Experience:**

Experience in institutional food service operations preferred

**Major Responsibilities and Duties:**

**Assist the Child Nutrition Manager in the following activities:**

**Cafeteria Management**

1. Produce and maintain 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. Supervise and train employees at campus level, promoting efficiency, morale, and teamwork.

**Policy, Reports, and Law**

5. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements.
6. Maintain accurate reports of daily and monthly financial, production, and activity records.
7. Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism).
8. Complete all assignments in timely, economic and efficient manner.

9. Adhere to professional conduct at all times.

**Safety**

- 10. Ensure that food items are stored in safe and hazard-free environment.
- 11. Establish and enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
- 12. Maintain safe work environment.
- 13. Report all injuries to supervisor and insurance personnel as required.

**Inventory and Equipment**

- 14. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
- 15. Maintain logs on all equipment maintenance required within campus food service department.
- 16. Perform preventive maintenance and report needed equipment repairs.
- 17. Recommend replacement of existing equipment to meet department needs.
- 18. Conduct annual physical equipment and supplies inventory.

**Other**

- 19. Help screen, select, and train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel.

**Supervisory Responsibilities:**

Supervise the child nutrition specialists assigned to campus cafeteria.

**Equipment Used:**

Large and small kitchen equipment to include electric slicer, mixer, pressure steamer, sharp cutting tools, oven, dishwasher, and food and utility cart.

**Working Conditions:**

**Mental Demands/ Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

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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.

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Employee Signature

Date

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Supervisor Signature

Date