

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Assistant Food Service Manager	Job Code: 76016
Job Classification:	18 Service Workers	EEO Line: 52
Job Class Category:	F Educational Support Workers	Job Description Supplement Code: 11
Reports to:	Food Service Manager	Salary Locator: Classified Schedule

SUMMARY:

Assists the Food Service Manager in supervising large numbers of food service personnel engaged in the preparation and service of food and meals. Assignments may involve one or more satellite food service operations. Performance is subject to review by administrative superiors as well as through periodic inspections and evaluation procedures.

QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Valid Florida Driver's License and acceptable driving record
- (3) Three (3) years' experience in school food service, one of which must have been in the PCSD Food Service program
- (4) Actively pursuing completion of the Putnam County School District's Food Service Course of Study and certification through American School Food Service Association
- (5) ServSafe Certified
- (6) Good physical health
- (7) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to perform skilled work in the preparation and service of food
- (4) Knowledge of the planning, preparation and service of a large variety of foods and the equipment and methods used in food service operation
- (5) Ability to instruct and supervise personnel at the direction of manager
- (6) Ability to work with entire school staff, students and co-workers
- (7) Ability to utilize computer programs currently used in food service operation
- (8) Ability to assume responsibility for operation of the food service program in the absence of the manager

PERFORMANCE RESPONSIBILITIES:

- (1) Assist the food service manager with the following: assigning, training, and supervising employees engaged in the preparation and serving of food and kitchen clean-up activities.
- (2) Assume responsibility of operation of the Food Service program in absence of the manager
- (3) Assist in the management of the school's food service operation disaster shelter
- (4) Maintain a record of time worked and re-assign personnel as required
- (5) Estimate and requisition necessary food and supplies, supervise the receipt, storage and issuance of provisions and keep records of food and supplies used
- (6) Prepare regular and special reports of Food Service operations
- (7) Monitor Food Service equipment and report problems to manager
- (8) Plan and supervise the production of food, ensuring that it is prepared according to established standards and service in an attractive manner
- (9) Supervise meal service and adopted collection procedures as directed
- (10) Participate in in-service training sessions including manager training programs
- (11) Follow established safety rules and regulations and maintain a safe and clean working environment.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position as directed.

PHYSICAL REQUIREMENTS:

This position requires the following physical activities: balancing, bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to heat, noise, hazards and atmospheric conditions. The work is performed indoors and outdoors.

Medium Work: Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

September 2004

Amended: May 20, 2014

December 8, 2015