

Magnolia School District

FOOD SERVICE ASSISTANT MANAGER

DEFINITION

Under the supervision of the Food Service Director or Designee, provides lead assistance in supervising Food Service Assistant and employees assignments; to perform skilled, manual and complex level of functions and activities in production, preparing, scratch cooking, baking, recipe adjustments, and serving of large quantities and varieties of foods; adheres to recipes, regulations, and standards; maintains meal accommodations for students; supervises student helpers; assists with and maintaining records as directed; maintain Hazard Analysis Critical Control Points (HACCP) program; to maintain food services facilities and equipment in a safe, clean and sanitary manner; assists Food Service Manager; performs related work as necessary or required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Under supervision, is responsible for preparing, cooking, baking and serving a variety of food to a large number of students while adhering to a timely schedule;
- Reads and follows recipes;
- Adjust recipes to produce specified quantities;
- Follows Food Buying Guide and portion control;
- Maintains food quality standards insuring that foods are appetizingly prepared and served and the time required for the cooking and baking of a variety of foods;
- Adheres to meal accommodations for students with special dietary needs;
- Assists in maintaining sanitary conditions;
- Keeps a daily record of milk purchases and sales, foods cooked, prepared, and foods leftover;
- Assists in inventory control including ordering, receiving, storing of foods, supplies, and materials within HACCP regulations;
- Operates commercial type food service equipment such as mixers, meat slicers, ovens, range, dishwashers, etc.;
- Participates in cooking, baking, food production, cleaning kitchen surfaces and equipment;
- May assist manager providing leadership and direction to food service personnel and student help;
- Use of current District technology and software;
- Collects and counts money, keeps records of daily receipts;
- Keeps the daily record of student and adults meals for breakfast and lunch;
- Acts as cafeteria Food Service Manager in the cafeteria Food Service Manager's absence;
- Acts as cashier with or without a computer system and does related paperwork;
- Assists with catering for special events, as required;
- Participates in the rotation of Food Service tasks as required;
- Helps assure menus and components meet the requirements for the reimbursable meals at point of sale as specified by the U.S. Department of Agriculture and the State of California;
- Follows approved housekeeping and safety practices (HACCP) to assure that sanitary and safe conditions are maintained in the kitchen and food service areas;
- Performs other related duties as assigned.

MINIMUM/DESIRABLE QUALIFICATIONS

Knowledge of:

- Serving and preparing large quantities of food, scratch cooking; basic weights and measures food service equipment;
- Ordering food and supplies;
- Record keeping
- Inventory stock;
- The proper handling and storage of foodstuffs; Receiving and requisitioning; HACCP
- Safety and sanitation requirements; HACCP
- Nutrition;
- Offer versus Serve; Federal and State lunch, breakfast and snack program requirements, Production records; Food Buying Guide; Arithmetic calculations and record keeping procedures;
- Current District technology and software;
- Magnolia School District Wellness Policy.

Ability to:

- Prepare and serve a variety of food in large or batch quantity, scratch cooking; within HACCP
- Follow and adjust menus; use of Food Buying Guide;
- Prepare food with a minimum of waste; adhere to menu, recipes, food production and preparation standards;
- Operate, clean and maintain food service equipment;
- Understand and carry out oral and written instructions;
- Maintain accurate records; arithmetical calculations;
- Establish and maintain effective, respectful and cooperative working relationships with school staff, fellow employees, supervisors and the public;
- Meet schedules and timelines; work efficiently during rush conditions;
- Operate current district technological tools effectively (PDA and Computers);
- Use of proper email and phone etiquette;
- Passes district Food Service Assistant Manager Test;
- Comply with current local, state and federal food service regulations and laws
- Take on new responsibilities and adapt to changing situations.

Experience:

- Three (3) successful years of experience in a quantity food preparation;
- Scratch cooking in a commercial, institutional or school setting;
- Three (3) years as a Food Service Assistant II (preferred).

Education:

- High School graduation or equivalent, supplemented by training in food preparation, menu planning, safety, sanitation or other closely related areas;
- Post-secondary Education – Preferred;
- Possess and maintain current valid Safety and Sanitation Certificate required;
- Pass a rigorous District test related to the field applied.

LICENSES

- Valid California driver's license required.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. For heavier items, assistance is required;
- Persons are regularly required to talk or hear and taste and smell.
- Depending on the work location, this assignment may involve standing most of the time, but will involve reaching overhead, above shoulders, walking, bending, squatting, or sitting for brief periods.
- Persons performing this service will work in a noisy kitchen with routine exposure to heat, cold, and steam resulting from preparing and maintaining food at proper temperatures.
- This assignment will result in frequent exposure to cleaning chemicals and fumes.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate food service related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 28

Revised: 2/18/75; 6/28/82; 4/22/96; 4/26/99; 4/17/07; 6/20/13; 5/20/14; 6/30/16; 11/2/18

Approved: 12/2018

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
