

New Albany-Floyd County Consolidated School District

Food & Nutrition - Assistant Manager (408)

JOB POSTING

Job Details

Posting ID

408

Title

Food & Nutrition - Assistant Manager

Description

TITLE: Assistant Manager
DEPARTMENT: Food & Nutrition Services
PAY GRADE 4: \$13.00 - \$13.15 hourly *(based on education and experience)*
LENGTH: 7:30 am - 3:00 pm *(30 minute lunch break)*
REPORTS TO: Food & Nutrition Services Site Manager

SUMMARY: Assists in managing and coordinating the day-to-day food service operations of an assigned school site; assures compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, and supervises food service personnel.

QUALIFICATIONS:

- Knowledge of commercial/institutional food service operations and sanitation; OR Any combination of experience, training and/or education approved by the Food Service Director
- Skill in operating various commercial/institutional kitchen equipment
- A high school diploma or equivalent
- Experience using a computer terminal desired or willingness to learn
- Oral and written communication skills
- Experience in cashiering
- Must be able to lift 10- 50 pounds on a regular basis with or without reasonable accommodations.
- Must be able to bend, kneel, stoop down and demonstrate manual dexterity on a frequent basis with or without reasonable accommodations.
- Able to work quickly in a busy cafeteria
- Willingness to learn, try new ideas, and grow professionally
- Serv Safe Certified

RESPONSIBILITIES:

- May take over the responsibilities and duties of the manager in their absence.
- Attends job related meetings, in-service, workshops, and participates in other professional growth activities.
- Practices procedures in food preparation, uses and maintains equipment and personal habits to assure that sanitation to assure that sanitation standards comply with federal, state and local regulations.
- Prepares foods following recipes and standards of safety in food preparation, storage, and serving foods.
- Operates a cash register as needed.
- Follows manager's instructions in ordering, producing, portioning, garnishing and serving of meals.
- Participates in implementing promotion of special school and community activities consistent with board policy.
- Maintains required forms and records as assigned by manager.
- Follows procedures in personnel matters as specified in the Employee Handbook and Board Policy.
- Communicates concerns to appropriate supervisor about policies and procedures relating to all foodservice employees.
- Demonstrates the ability to work with the school community.
- Participates in implementing cost containment measures while maintaining quality.
- Other related responsibilities which may occur in the course of the job function or that may be assigned by the manager.

<i>Shift Type</i>	Part-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Hour	<i>Job Category</i>	Classified
<i>External Job Application</i>	Food Service	<i>Internal Job Application</i>	Internal
<i>Location</i>	Highland Hills Middle School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	07/01/2021	<i>General Start Date</i>	07/01/2021
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Survey
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