



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Food Service Assistant Manager

F.L.S.A. Non-Exempt

QUALIFICATIONS:

- Management Experience Preferable
- Basic Computer Skills
- Current TB test
- Food Handlers Certification
- Ability to read & communicate in English
- Ability to accurately count, weigh & measure
- Ability to follow instructions & take initiative in performance of assigned tasks
- Physical ability to walk, stoop, stand, twist & squat on a constant basis
- Lift a minimum of 51 pounds to 33 inches occasionally

REPORTS TO: Food Service Manager

TERMS OF EMPLOYMENT: Benefits and work calendar as provided by the Classified Agreement.

ESSENTIAL JOB FUNCTIONS:

1. Interacts with staff, students, faculty, visitors and co-workers in a pleasant and professional manner.
2. Assists with orders and receives all foods, supplies and small wares for maintaining operations.
3. Assists with monthly inventories and management functions.
4. Maintains and updates student meal accounts and communicates with parents, guardians, or school district personnel as necessary regarding account issues.
5. Maintains and enforces all program requirements set forth in the National School Lunch Program.
6. Assists with forecasts of daily production needs, and orders foods and supplies from vendor to meet those projected needs.
7. Assists with daily student meal counts and adjusts forecasted production to accommodate orders.

8. Assists with and/or oversees all food preparation, portioning, holding, service and storage of left-overs.
9. Enforces all HACCP protocol.
10. Manages the operation to promote a positive profit and loss balance.
11. Assists with staff training and on-going input on job performance.

OTHER JOB FUNCTIONS:

1. Reports to work at scheduled time with proper uniform & appropriately groomed.
2. Adheres to all school district rules & building rules & regulations.
3. Utilizes proper hand washing techniques.
4. Performs all tasks in accordance with HACCP guidelines.
5. Participates in meetings, training sessions & seminars as scheduled.
6. Completes other tasks as assigned.