

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CAFETERIA ASSISTANT MANAGER

Classification: Range 35

BASIC FUNCTION:

Plan, organize and oversee the food service program at an assigned cafeteria; prepare breakfast and lunch items; cook, prepare and serve meals; train and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES:

- Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.
- Plan, organize and oversee the food service program at an assigned cafeteria; actively participate in recipe and menu development with the Cafeteria Manager Lead, prepare food according to established quantity requirements; cook, bake and assemble main dish items, oversee preparation of other menu items.
- Take inventory of food and supplies; order milk, juice and other items; estimate quantities and requisition food stuffs and supplies; attend staff meetings as required.
- Set up serving area; assure that serving lines are properly stocked; set out food and beverages observing appropriate health and sanitation rules.
- Serve food to students and staff according to established procedures.
- Maintain work areas and serving areas in a sanitary manner; wash and clean steam tables; clean and store utensils, trays and kitchen equipment.
- Operate a variety of kitchen utensils, equipment and appliances in a safe manner.
- Provide work direction and guidance to other food service personnel and student workers as assigned; prioritize and assign work; train staff on methods and procedures of food service activities.
- Provide snack program training to after school program employees.
- Maintain a variety of records and reports related to assigned activities, including factor sheets, daily meal counts and cash receipts, and others.

- Operate / utilize a computerized food service management and record keeping system and other software / computer applications as assigned.
- Consult with the Cafeteria Manager Lead and the Food Service Director regarding cafeteria needs and conditions.
- Substitute for the Cafeteria Manager Lead in his/her absence.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and operation of a school food service program.
- Policies and objectives of assigned program and activities.
- Principles and methods of high quality, large quantity food service preparation, serving and storage.
- Methods of cooking, assembling, preparing and heating food in large quantities.
- State and Federal School Nutrition Programs.
- Principles and practices of safety and sanitation and health, safety and sanitation regulations.
- Standard kitchen utensils, equipment and appliances.
- Principles of training and providing work direction.
- Inventory and record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Oversee a food service facility according to established procedures.
- Operate kitchen equipment, appliances and utensils in a safe manner.
- Maintain inventory.
- Prepare and submit records as required.
- Work independently with little direction.
- Provide work direction and guidance to others.
- Follow applicable health and sanitation requirements.
- Make arithmetic calculations quickly and accurately, make change, prepare deposits.
- Work cooperatively with others.
- Communicate effectively with others.
- Understand and follow oral and written direction.
- Meet schedules and time lines.
- Plan and organize work.
- Perform job specific computer skills; Food Service Program management system, Microsoft Excel and Word, web navigation and utilization.
- Lift, carry, push and pull heavy containers of food and materials up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and increasingly responsible experience in quantity food preparation, serving and kitchen maintenance.

LICENSE AND OTHER REQUIREMENTS:

Must possess a valid California Driver's License along with a California Food Manager Certification (ServSafe Manager or equivalent).

WORKING CONDITIONS:

Environment:

- Food Service environment.
- Exposure to hot foods, equipment and metal objects.
- Driving a vehicle to conduct work.
- Incumbents in this class may be required to respond to emergency calls in the case
- of catastrophic events.

Physical Demands:

- Lifting, carrying, pushing or pulling moderately heavy objects.
- Standing or walking for extended periods of time.
- Dexterity of hands and fingers to operate kitchen equipment.
- Carrying, pushing or pulling food trays, carts, materials and supplies.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

Hazards:

- Exposure to sharp knives and slicers.
- Hot surfaces and liquids.
- Poisonous cleaning chemicals.

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