

## WARREN COUNTY PUBLIC SCHOOLS JOB DESCRIPTION

**JOB TITLE:** Cafeteria Asst. Manager—Level I

**LOCATION:** Various Schools within the  
Division

**JOB CATEGORY:** Support

**PAY SCALE:** Grade 16

**FLSA:** Non-exempt

**IMMEDIATE SUPERVISOR:**  
Food & Nutrition Services Coordinator /  
Cafeteria Manager

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Assist in managing an individual school food service operation in an organized and efficient manner by assisting in directing the activities of cafeteria workers, while also meeting state and division requirements.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

- Supervises and participates in preparation, cooking, and serving of foods for students and adults
- Follows planned menus, assuring that standardized recipes, portion control, and production records are followed.
- Assists manager in preparing work schedules, assigning and directing work, training, enforcing work production standards.
- Assists in ordering appropriate quantities of food and supplies and assure proper storage.
- Assists in checking in products received against products ordered and invoices.
- Assists in implementing all food and physical safety practices. Safety procedures followed to insure the safe production of food as well as service. Proactive in ensuring a safe workplace for staff.
- Assists in performing scheduled inventory of food, supplies and equipment
- Follows approved housekeeping and safety practices to ensure sanitary and safe conditions are maintained in the kitchen, food serving areas and in the dining areas.
- Maintains and verifies records of hours worked by employees. / Prepares, and maintains files of records and reports by the Food Service Program.
- Maintains / verifies food quality standards, including appearance and taste. Assures the meals meet the meal requirements specified by the U.S. Department of Agriculture and the Commonwealth of Virginia.
- Follows School board approved policies and procedures to protect the anonymity of students who qualify for free or reduced priced meals.
- Assist in assuring that meals meet requirements as specified on daily production records.
- Assist in the day to day management of the facility's operation.
- Assists in the security measures to prevent vandalism and theft.
- Assists and in daily counting of funds and deposits to the bank.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to follow oral and written directions and have the ability to get along well with others;
- Must possess the ability to manage resources (people, equipment, food, finances, etc.) to

- best meet the nutritional needs of the students and the expectations of the school district;
- Ability to accurately complete and submit food service reports according to state and division requirements.
- Must be physically able to perform the various duties as specified in this job description.
- Stamina to stand and walk on hard flooring for long periods of time.
- Ability to withstand a wide range of temperatures.
- Ability to work with chemical and cleaning agents.
- Have strength to lift and carry food items or objects weighing up to 50-pounds.
- A current ServSafe Certification or ability to get one.
- Completion of courses pertaining to quality food preparation, food service management, nutrition, sanitation, and supervision are desirable.
- Certification as a Food Service Manager from the Food Service Foundation.

### **EDUCATION AND EXPERIENCE**

Candidate must possess any combination of education and experience equivalent to completion of high school. Experience and proficiency in quantity food service functions are preferred.

### **SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties are typically performed in areas related to the cafeteria and kitchen. Work is typically performed walking or standing. Physical stamina is required to tolerate continuous standing, stooping, reaching, grasping, kneeling, walking, bending and lifting of objects weighing up to approximately 50 pounds is required. The ability to withstand temperature variances common to food service facilities is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Food service managers are in daily contact with teachers, students, administration, the general public and other work related personnel. The ability to handle complaints, express a service-oriented attitude, communicate effectively with others, and work with limited supervision.

### **EVALUATION**

The Food and Nutrition Services Coordinator or designee and cafeteria manager will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.