

Job Description

Position Title: Assistant Manager
Department: Nutrition Services
Reports To: Director of Nutrition Services/Warehouse
Calendar: 187 Day
Position: Classified Hourly

SUMMARY

The Assistant Manager is responsible for fulfilling the mission of Council Bluffs Community School District (CBCSD) and assisting the Manager in assigned school in providing quality meals in a safe, efficient, and pleasant manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties must be performed on site. Other duties may be assigned.

- Reports to work as scheduled on a regular and reliable basis
- Assists Manager daily with the preparation and serving of all food in the cafeteria's assigned schools or departments
- Supervises, as directed by supervisor, assigned satellite managers and cook/servers
- Sets up and is responsible for security of food, supplies and revenue in manager's absence
- Supervises and participates in the preparation and serving of food in absence of the manager
- Oversees and participates in cleaning of kitchen and related area daily
- Supervises shipping of satellite school menu items daily
- Directs sanitation procedures daily
- Inspects the kitchen, cooking and mixing utensils, for cleanliness and sanitary purposes daily
- Monitors employees adherence to cleanliness and sanitation practices daily
- Ensures that all equipment in the cafeteria area is in safe working condition and notifies the appropriate authority when repairs are needed
- Maintains records on food and supplies received and used daily
- Maintains accurate production records conforming to federal/department guidelines daily
- Trains new cook/servers when assigned to his/her location
- Operates computer and department's software accurately
- Assumes managerial role in absence of manager

SUPERVISORY RESPONSIBILITIES

- This position supervises cook/servers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Required: High school diploma or General Education Degree (GED)
- Preferred: Previous experience with quantity food preparation and service
- Preferred: Completion of the School Nutrition Association Certification Program or equivalent

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CERTIFICATES, LICENSES, AND REGISTRATIONS

- Required: Valid driver's license with documented good driving record and insurable by District insurance carrier
- Preferred: Certified by the School Nutrition Association or eligible to be certified

LANGUAGE SKILLS

Ability to read, write, and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, supervisors, and other employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to plan and prioritize work on a daily basis and meet established guidelines and timelines.

OTHER SKILLS and ABILITIES

Demonstrated working knowledge of production kitchen including staffing, ordering, equipment, sanitation safety, preparation, presentation, training and record keeping. Supervisory experience preferred. Ability to supervise multiple satellite sites. Ability to perform job while working in a fast paced and sometimes noisy environment. Knowledge of and experience with inventory and shipping/receiving practices. Ability to establish and maintain effective professional working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to walk and is standing for long periods of time. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms 0-24 inches and occasionally up to 36 inches, and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 50 pounds and occasionally up to 75 pounds 0-12 feet and occasionally up to 20 feet. Specific vision abilities required for this job include close vision, distance vision, depth perception and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee commonly works in high room temperatures and will occasionally walk on slippery surfaces. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as cuts or burns while performing the duties of this job that are in the kitchen sites.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.