

FAYETTE COUNTY PUBLIC SCHOOLS

School Nutrition Program Assistant Manager Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School
REPORTS TO:	School Nutrition Program Manager and Lead Manager
SALARY SCHEDULE:	Classified Salary Schedule
PAY GRADE:	SNP2

FLSA STATUS:	Non-Exempt
WORK CALENDAR:	190 Days 7 Hr/Day
APPROVED (Board):	January 2006
REVISED:	September 2023; September 2022; December 2021; February 2018; May 2013

SUMMARY: Under the supervision of the School Nutrition Manager, provides support with daily preparation and service; supervises staff and completes required record keeping.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Assist at various school locations in the absence of the SNP Manager or other SNP employees
3. Provide training to new School Nutrition Program Assistants
4. Assist with maintaining all records and report accurately to meet State and Federal requirements
5. Attend job related training, meetings, and workshops; encourage staff to participate
6. Assist with deposits and production records for breakfast, lunch and snack
7. Assist with accurate meal accountability procedures for reimbursements
8. Ensure proper use and care of equipment, utensils and facilities
9. Oversee safety and sanitation levels for health department compliance; follow and monitor HACCP requirements
10. Observe and report all work related accidents, employee health concerns and personal hygiene/dress violations
11. Manage personnel using progressive disciplinary procedures and evaluate performance
12. Create and support an atmosphere for positive working relationships
13. Count, document and maintain acceptable inventory levels of foods, chemicals, and paper products
14. Monitor and prevent waste and overproduction to assist with cost containment
15. Follow strict accounting guidelines for money management. Verify cash (count and initial documents) and make deposits of all income daily
16. Use effective oral and written communication skills in the training, delegating, and supervising of staff
17. Assist with placing food orders and supply orders in computer system
18. Receive deliveries, verify orders and invoices, sign invoices and supervise placement of groceries and supplies in appropriate storage areas
19. Verify accuracy of free and reduced applications and submit for processing in a timely manner
20. Assist with payroll, personnel records, and work schedules for all employees under his/her supervision
21. Assist with reconciling inventory as required and keep accurate and organized inventory levels

22. Supervise food production and service of meals daily and assist as needed
23. Ensure employees follow recipes as required and adjust serving quantities as needed
24. Assist with Nutrition Education activities to support student achievement
25. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

- High School diploma or state approved high school equivalent
- Two years on the job experience in food service in Fayette County School System or two years' minimum experience in food service outside the school system with a wide range of responsibilities in management and record keeping
- Must pass a basic math and food service management/sanitation skills assessment with 80% proficiency
- Must be able to meet the physical demands of the position which includes lifting a minimum of 40 pounds
- Proficiency in use of generally recognized computer applications
- Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Physical demands of this position could include, but may not be limited to, the following:

- Walk and stand on concrete and tile floors for long periods of time
- Using hands, stooping, kneeling, bending, reaching
- Using all senses (listening, smelling, tasting, feeling, seeing)
- Able to tolerate extreme temperatures in work areas; 100 degrees or below 0 degrees
- Lifting and/or moving objects of varying weights including some in excess of 40 pounds
- Lift with the use of a ladder in high places; lift heavy items from a stooping position
- Use hands in hot water and chemicals approved for use in the program
- Will be directly exposed to detergents, sanitizers, and other chemicals as described in the SDS manual for extended periods of time
- Maintain storage room, cooler, and freezer in an orderly manner which includes ability to put up stock, climb ladders if needed, and lifting 40 pounds; taking inventory and putting away deliveries
- Ability to work in fast-paced environment and be flexible and to adapt quickly to change

PREFERRED QUALIFICATIONS:

- Specialized education or experience in school food service management highly preferred
- Experience with federal and state meal patterns, standards of food preparation and sanitation, HACCP, portion control, serving procedures and record keeping procedures
- Degree in Food Service Management, Institutional Management or Culinary Arts
- Experience with state-of-the-art point of sale and back-of-house software technology

ADDITIONAL REQUIREMENTS:

- Must successfully complete Orientation for Nutrition Employees (O.N.E.) training in accordance with the Georgia Department of Education requirements within one (1) year of employment
- Must complete annual training hours for Professional Standards for School Nutrition Program Staff
- ServSafe Certification must be obtained within one (1) year of employment and renewed throughout duration of employment
- Must successfully complete 150 hours of Training in Depth from the Georgia Department of Education within the first 5 years of employment as assistant manager

REQUIRED DUTIES & RESPONSIBILITIES:

Employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. Employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies and administrative regulations and school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.