

## Griffin-Spalding County School System

<b>Title: School Nutrition Assistant Manager</b>	<b>Location: Support Staff</b>
<b>Job Details: 184 Days/Non-Exempt/Full Time</b>	<b>Reports to: Director of Nutrition</b>
<b>Updated: 12/17/2022    Reviewed: 09/26/2022</b>	<b>Salary Schedule: Classified    Pay Grade: GK</b>

### **JOB SUMMARY**

This employee assists in developing plans and procedures for carrying out the mission and policies of the School Nutrition Program. This employee serves as support by assisting the nutrition manager with the management of food service operations at the school/site level to ensure that Federal, State, Local standards are being met, including but not limited to: planning and supervision meal production, staff management, food safety and sanitation, financial documentation, customer service, and professional learning.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- Assists in planning menus to assure that all meals served meet USDA standards
- Assists with planning, directing and supervising the preparation and serving of all food in cafeteria
- Assumes responsibility for the security of all food, supplies, and revenue from cafeteria services until revenue is turned over to proper authorities
- Accurately follows menus with only approved deviations
- Accurately orders, receives and maintains records on food, supplies, and equipment received and used.
- Submits program reports as required in a timely and accurate manner
- Provides customer service in the areas of meal applications, meal sales, meal charges, promotions, education and relations with vendors.
- Supervises school-level staff in the absence of the manager
- Provides on-site training for staff for required topics and development of professional work environment
- Assesses and maintains food service equipment for the purpose of maintaining safe operating conditions
- Accurately follows and maintains sanitation and housekeeping procedures and regulations including HACCP guidelines and Georgia Health/Food Codes
- Practices safety rules and accident prevention in kitchen
- Maintains a program that is fiscally responsible for maintaining a balanced budget
- Promotes good public relations with students, teachers, and administrators
- Adheres to Federal, State, local policies, procedures, regulations, and professional standards
- Assists in planning and implementing nutrition education and wellness activities
- Must complete required training: O.N.E. (within 1 year of employment); Annual Training for Professional Standards for School Nutrition Program Staff
- Supervises Nutrition Assistants, and Substitute Nutrition Assistants in the absence of the manager
- Maintains prompt and regular attendance as physical presence on the job site is required.

### **SUPERVISES**

- No responsibility for evaluations

### **MINIMUM QUALIFICATIONS**

- High School Diploma or Equivalent
- Current Serv-Safe Manager Certification
- Three (3) years of experience in school food service or food service industry

### **PREFERRED QUALIFICATIONS**

- Five years of experience in school food service or food service industry
- Food service management experience
- Food service experience in a school or institutional setting
- Specialized education in school food service management
- Associates Degree or higher in Culinary Arts, , Food Service Management, or Business Management
- Experience with state-of the-art point of sale and back-of-the house software technology

### **COMPETENCIES NECESSARY TO DO THE JOB**

- Skilled in all areas of food management, including cashiering
- Demonstrated proficiency in Computer data entry/record keeping
- Demonstrated proficiency in administrative technology
- Ability to meet mental and physical demands for position
- Demonstrated ability to communicate effectively (both oral and written)
- Knowledge of meal management and production
- Knowledge of food safety and sanitation
- Microsoft Office Suite and/or Good Enterprise skills (focus on word processing and spreadsheet competency)
- Ability to manage time productively
- Good organization skills with the ability to handle multiple tasks
- Leadership skills
- Ability to meet mental and physical demands of position
  - Frequent stooping, reading standing, walking lifting, pushing, climbing, crawling
  - Lift, carry, push/pull seventy-five (75) pound on a frequent basis and heavier weight with assistant
  - Repetitive motions
  - Exposure to extremes of heat and cold
  - Maintain emotional control under stress
  - Ability to be regularly, predictably and reliably at work

### **EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.