



Flour Bluff Independent School District Job Description

JOB TITLE: School Nutrition Assistant Manager

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 179

REPORTS TO: School Nutrition Director & Coordinator

DATE REVISED: 01/25

PRIMARY PURPOSE:

- The role of the Assistant School Nutrition Manager is to supervise and participate in the operation of a School Nutrition providing meals (breakfast and lunch) for students and adults in a School Nutrition Program in accordance with regulatory agencies and administrative guidelines.

QUALIFICATIONS:

- A high school diploma or equivalent is desirable. Sufficient education to have basic skills in reading, record keeping, and arithmetic is required.
- Completion of the 15 hour Food Service Manager's sanitation course is required.
- Completion of adult school or college courses pertaining to quantity food production and service, nutrition, sanitation, and supervision is desirable.
- Completion of at least one summer workshop sponsored by the Texas School Food Service Association or Texas Education Agency every 3 years is desirable.
- One year experience in commercial or institutional quantity food preparation, including the preparation and serving of a major supervision of food service employees and in preparing and serving varied and balanced menus is required.
- Experience in supervision of food service employees and serving varied and balance menus is required.
- Experience in menu planning, food ordering and food service record keeping is desirable.
- Use of an automobile is required.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists the manager and participates in the preparation, cooking and distribution of food and supplies for students and adults.
2. Assists in maintaining quality standards by assuring that standardized recipes, price schedules and portion controls are followed.
3. Assists the manager in supervising the School Nutrition staff by assigning and directing work, training, enforcing standards, evaluating work performance, and recommending disciplinary action.
4. Assists in periodic inventory of foods, supplies, and equipment.
5. Assists the School Nutrition Director in planning the usage of leftovers.
6. Assists the manager in implementing and maintaining established sanitation and safety practices to maintain sanitary and safe conditions in the kitchen and distribution areas.
7. Assists the manager in maintaining required records and reports necessary for the integrity of the School Nutrition program.
8. Assists in maintaining food quality standards, including appearance and taste.
9. Assists in implementing cost control procedures to maintain operating costs within budgeted funds.
10. Assists the manager in preparing requests for equipment maintenance, repair or replacement.
11. Maintains security measures to prevent vandalism and theft.
12. Works within a framework of multiple and complex regulations and time schedules.
13. Maintains good working communications with co-workers and other staff members.
14. Maintains good attitude in difficult situations.
15. Helps maintain cohesiveness among employees.
16. Performs duties in a timely and organized manner.
17. Projects a professional image through demeanor and dress.
18. Complies with School Nutrition Department policies and procedures.
19. Complies with policies and procedures as outlined in employee handbook and addendum.
20. Maintains regular and reliable attendance.
21. Adheres to proper channels when communicating ideas, problems, etc.
22. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart.

Posture:

Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting.

Motion:

Continual walking, frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching.

Lifting:

Frequent moderate lifting and carrying (15–50 pounds)

Environment:

Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.