



**Job Title:** Food Service Assistant Manager

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 14

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ESCAMBIA COUNTY SCHOOL BOARD

DEC 18 2023

VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to assist in the supervision of food preparation, clean up, and service duties in the assigned school cafeteria.

## **ESSENTIAL JOB FUNCTIONS**

- Oversees the preparation and service of various food items according to standardized recipes policies and procedures, e.g., main dish, side items, baked goods, beverages.
- Assists in the scheduling of kitchen staff.
- Assists in the staff evaluation process.
- Performs in service training as required.
- Maintains supplies and inventory records.
- Ensures all food preparation equipment is operated according to all applicable sanitation and safety guidelines and regulations.
- Ensures all District Food Service menus and directives are followed when preparing school menus.
- Ensures all applicable Federal regulations, School Board policies, and Food Service directives are followed.
- Ensures the cleanliness and sanitation of food preparation areas and equipment, e.g., kitchen equipment and machinery, kitchen floors, food preparation surfaces, utensils, dishes, dining room tables.
- Oversees management of unused/leftover food; Ensures food is stored according to proper sanitation and standardized food storage practices.
- Maintains various records and reports; Manages accurate food and supplies inventory records; Manages the procurement of food, supplies, and equipment in appropriate quantities for cafeteria as scheduled.
- Loads and unloads supplies into vehicle for transport.
- Assists in maintaining cost control.
- Maintains accurate accounting and reporting duties for cash receipts and bank deposits.
- Assists in the planning and management of cafeteria activities.

- Submits recommendations for the purchase of new equipment; Ensures all necessary repair and maintenance work of kitchen equipment and facilities is completed.
- Conforms to safety standards as prescribed.
- Prepares and maintains all necessary paperwork.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma or GED.
- Successful completion of 9 college credit hours in food service related courses OR one food service certification as approved by the School Food Service Office
- Two (2) years of experience in quantity food preparation and service, including knowledge in the safe operation of commercial food service kitchen equipment.
- Equivalent combination of education, training, and experience to include successful completion of Manager Intern Program.
- Successful completion of ServSafe requirements within the first six (6) months of employment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of principles of basic food preparation including weights and measurements and storage procedures.
- Requires the ability to display knowledge of standards of personal hygiene, appearance, cleanliness, sanitation, and safety.
- Requires the ability to display knowledge of effective methods of leadership and supervision.
- Requires the ability to display knowledge of cash management techniques and practices.
- Requires the ability to display knowledge of preparation and service of various food items in the appropriate quantity according to standardized recipes.
- Requires the ability to display knowledge of utilization of various cleaning agents according to label instructions and in accordance with prescribed safety precautions and directions.
- Requires the ability to perform accurate mathematical calculations.
- Requires the ability to use and care for food production equipment.
- Requires the ability to use small office equipment and computers.
- Requires the ability to accept, receive, and/or collect payment.
- Requires the ability to maintain accountability for inventory/property management.

**PHYSICAL DEMANDS**

Perform strenuous and routine work, may involve significant standing, walking, pushing, pulling, and carrying. Regularly stand, walk, use hands and fingers to handle or feel, reach with hands and arms, and stoop or kneel, and is routinely required to lift and/or move up to 50 pounds. The work also requires the following physical abilities in order to perform the essential job functions: crouching, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

**Date of Revision: December 18, 2023, effective July 1, 2023**

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VERIFIED BY RECORDING SECRETARY