

ZACHARY COMMUNITY SCHOOL BOARD
POSITION DESCRIPTION

TITLE: Assistant Manager, Child Nutrition Program

REPORTS TO: Manager, Child Nutrition Program

GENERAL RESPONSILTIES:

Under the direction of the Child Nutrition Program Manager, performs all necessary duties involved in the management and supervision of the food service operation at the school site.

PERFORMANCE RESPONSILTIES:

A. Assists manager with the management and operation of the Child Nutrition Program facility.

- Gives and receives information.
- Solves problems alone and in a group setting.
- Determines when an independent decision can be made.
- Follows policy and procedures.
- Reports needed equipment repair.
- Reports small equipment needs.
- Assists in implementing the school meal pattern.
- Communicates the importance of food to the health of the people served.
- Promotes and participates in nutrition education activities.
- Evaluates sources of food, equipment and supplies.
- Orders food items to meet portion size, serving per unit, or size and expected production capacity per recipe.
- Uses recommended standard procedures, records, and forms to requisition and/or purchase food, supplies and equipment.
- Utilizes Food Buying Guide for Child Nutrition Programs.
- Assumes responsibility for receiving, storage, handling, preparing and serving of food according to established standards.
- Performs orientation for new workers.
- Performs on the job training.
- Increases or reduces standardized recipes.
- Plans advance preparation of food.
- Develops production, work and cleaning schedules.
- Plans serving counter arrangements.
- Checks food quality during preparation.
- Utilizes food merchandising techniques.
- Receives and responds to complaints about food and service.
- Receives food and non-food supplies in accordance with stated specifications and checks invoices against original orders.
- Takes physical inventories of food and equipment and maintains inventory reports.
- Determines amounts of food items to issue and issues these amounts from storeroom.

- Maintains computer and written reports documenting foods used, physical and perpetual inventories, participation, student eligibility, and student charge accounts.
- Performs data entry and exchange of money for cashier duties.
- Protects the identity of students receiving free and reduced price meals.
- Protects food, supplies, equipment and money from theft.
- Practices safe working habits: Corrects and/or reports and follows through on unsafe working conditions.
- Performs basic first aid.

B. Follows procedures for personal habits and uniform

- Wears approved uniform of the day that is clean, neat, and free of rips, tears, discoloration, and stains. Scrubs are Landau brand with Zachary Logo on shirt. Colors rotate by the day of week as follows:
 - Monday – Royal Blue
 - Tuesday – Hunter Green
 - Wednesday – Burgundy
 - Thursday – Purple
 - Friday – May wear Khaki scrubs with Zachary logo on shirt or Spirit Day wear, including approved spirit shirt, jeans that are full length, no capris, no rips, no tears, no discoloration or stains, no chains or studs.
- Wears closed-toe, skid resistant shoes with stockings or socks.
- Keeps fingernails short and free of polish and no false nails while on duty.
- Wears hair restraint during food preparation and serving.
- Jewelry restricted to a smooth wedding band and watch. No pins / earrings, etc.

C. Demonstrates the ability to work with the school community.

- Relates and communicates positively with students, co-workers and school staff, creating good feelings about school food service.
- Accepts special assignments when necessary.
- Listens and readily accepts constructive criticism.
- Adopts and willingly accepts changes.
- Displays initiative and enthusiasm about the job.
- Maintains self-control over emotions.
- Displays loyalty to school and immediate supervision.
- Displays honesty and dependability.

D. Follows procedures in personnel matters including grievance, leave, etc.

- Follows school and departmental regulations.
- Performs responsibilities and uses correct lines of communication within the school and school district.
- Discusses complaints using correct chain of command, beginning with the Manager of the Child Nutrition Program.

E. Promotes special school and community activities consistent with board policy.

- Recognizes the importance and role of special activities as a public relations tools.
- Participates in the preparation and service of special meal functions.

F. Displays willingness to upgrade job knowledge and skills.

- Attends and participates in job-related training.
- Applies knowledge and/or skills obtained from in-service training to performance on the job.
- Relates training to personal health and job responsibilities.
- Participates in job-related professional activities in School Food Nutrition Association.

ESSENTIAL FUNCTIONS:

Minimum requirement as identified by the Americans with Disabilities Act.

COMMUNICATION SKILLS:

The Child Nutrition Program Assistant Manager must be able to communicate in English both orally and in writing. Must be able to provide reports to the Child Nutrition Program Manager.

EQUIPMENT USED:

The Assistant Food Service Manager must have the ability to operate a telephone, 10 key adding machine, computer, facsimile machine, and copy machine. The Assistant Manager must have the ability to assemble, operate, disassemble and give instructions in cleaning Child Nutrition Program equipment including steam pressure cookers, washing machine/dryer, ranges and cook tops, frozen drink machines, warming cabinets, ovens, steam table, dispensers, freezers, serving lines, dish machines, slicers, refrigerators, choppers, mixers, and floor buffer.

PHYSICAL/VISUAL INVOLVEMENT:

Must be able to travel to various locations as required. Must have sufficient visual acuity to be able to work with computer monitors, read and interpret computer printouts, and hand written documents. The Assistant Manager is required to work in an environment that may include exposure to or contact with hot, humid area, water, detergent and sanitizer, drastic temperature changes (when entering and exiting walk in refrigerators and freezers), hard floors, high noise level, strong odors (cleaning materials or food i.e. onions), potentially dangerous equipment. The Assistant Manager must have the ability to lift and carry cans, bowls, pans, cases up to 50 pounds with assistance, and 25 pounds without assistance, stand or walk up to 7 hours per day, ability to push or pull equipment such as food carts and mop buckets. The Assistant Manager must have the ability to reach above head when placing pans on shelves of ovens, refrigerators and storerooms, ability to mop, sweep and apply wax and buff floors, ability to bend forward and squat when lifting bowls, pans or cases or using mop wringers or dust pans. . The Assistant Manager must have the ability to provide own transportation to workshops, meeting sites, and the bank.

MENTAL INVOLVEMENT:

Must possess sufficient interpersonal skills to function compatibly with others. Must respond positively to supervision and to accept suggestions for improvement.

The Assistant Manager must have ability to complete math problems involving fractions, decimals, addition, subtraction and multiplication and division, do data entry and exchange currency and understand and interpret written and verbal instructions from supervisor.

HUMAN RELATIONS:

Must have the ability to work under the pressure of deadlines, interruptions, and the ability to deal with other employees in such a way as to maintain their goodwill. Must be able to respond appropriately to supervision and accept recommendations. The Assistant Child Nutrition Program Manager must have the ability to work compatibly in-group settings, respond positively to supervision, accept suggestions for improvement, and work closely with employees and students of multi-cultural backgrounds. Work with students possessing limited physical and mental abilities. Must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds.

QUALIFICATIONS:

A minimum of 1 year of successful experience as a permanent full-time employee in a child nutrition program is required. Manager's Certification from the State of Louisiana, as approved by the Board of Secondary and Elementary Education is required, must possess high school diploma or equivalent, and must have the ability to work well with others.

TERMS OF EMPLOYMENT:

9 month employee.

EVALUATION:

Shall be evaluated in accordance with the Zachary Community School Board Personnel Accountability Plan.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The Zachary Community School Board reserves the right to change this description at its discretion.

REVIEWED AND AGREED TO BY:

Applicant's Signature

Date

Print Name