



Longview Independent School District

JOB DESCRIPTION

ASSISTANT CAFETERIA MANAGER

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|--------------------|-----------------------------|--------------------------|-----------------|
| JOB TITLE: | Assistant Cafeteria Manager | WAGE/HOUR STATUS: | Exempt |
| REPORTS TO: | Director of Food Services | TERMS: | 187 Days |
| DEPARTMENT: | Food Services | PAY GRADE: | Manual Trades 2 |

PRIMARY PURPOSE:

Assist in the supervision, training, and managing of campus food service operations; ensure that appropriate quantities of food are prepared and served; meet time constraints set by menu requirements established by Central Office Administration and TDA standards; meet city health codes requirements

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

- Knowledge of methods, materials, equipment, and appliances used in food preparation
- Ability to manage personnel
- Effective planning and organizational skills

Experience:

Completion of a sanitation and safety course before or during the first year as manager
Three years experience in institutional food service operations

MAJOR RESPONSIBILITIES AND DUTIES:

Cafeteria Management

1. Maintain work schedules and production records set forth by Cafeteria Manager
2. Assist in the daily activities for the operation of kitchen and cafeteria area



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Cafeteria Management (continued)

3. Assist Manager in implementing serving schedules and the serving of all food items according to menu specifications defined by departmental policies and procedures
4. Work cooperatively with cafeteria manager and campus principals to accommodate temporary schedule changes, special-serving requirements and to resolve personnel problems
5. Assist in the supervising and training of employees at the campus level, promoting efficiency, morale and teamwork

Policy, Reports, and Law

6. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements
7. Maintain accurate reports of daily and monthly financial, production, and activity records
8. Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism)

Safety

9. Ensure that food items are stored in safe and hazard-free environment
10. Establish and enforce standards of cleanliness, health and safety, and following health and safety codes and regulations
11. Maintain safe work environment

Inventory and Equipment

12. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories
13. Maintain logs on all equipment maintenance required within campus Food Service Department
14. Perform preventive maintenance and report needed equipment repairs



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Inventory and Equipment (continued)

15. Recommend replacement of existing equipment to meet department needs

Other

16. Help screen, select, and train cafeteria workers and make sound recommendations about the assignment, discipline, and retention of cafeteria personnel
17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

- Assist in the supervision of employees for campus assigned
- Knowledge of TDA production records
- Assist in the daily financials
- Submittal of payroll information on biweekly cycle

EQUIPMENT USED:

Large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, ovens, dishwashers, food and utility carts



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures; frequent prolonged and irregular hours; prolonged use of computer terminal possible; district and state travel may or may not be required; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2013