

**Killeen Independent School District
Job Description**

Job Title: School Nutrition Assistant Manager
Reports To: School Nutrition Supervisor
FLSA Status: Non-Exempt

Summary:

Serves as head cashier and oversees the school nutrition operation in the absence of the Manager.

Essential duties and responsibilities include the following:

Personnel Management:

Supervises and coordinates activities of workers engaged in preparing food, serving meals, and cleaning kitchen and dining room/food court areas. Provides cleaning schedules for employees to follow.

Supervises and assists in cleaning the cafeteria dining area. This includes the tabletops, chairs, sweeping, spot mopping spills, and taking out the trash as needed. These tasks should be performed during and immediately following the breakfast and lunch meal.

Supervises and assists in stacking the cafeteria chairs on the tables after the lunch meal has been served.

Assist the manager in coaching and counseling employees effectively to impact positive performance.

Maintains policies and procedures to ensure quality and timeliness of work to meet or exceed productivity standards (meals per man hour goal assigned to each campus).

Communicates to employees in a manner that maintains both dignity and respect of the employee as well as fosters cooperation and reduces conflicts.

Provides leadership to the School Nutrition staff that promotes team effectiveness, productivity and morale. Exhibits professional behavior characteristic of a school nutrition manager. Develops a cohesive work team.

Adheres to professional code of conduct policies for diverse staff, teachers, principals, other school staff, students and parents.

Assist Manager in School Nutrition operations and employees according to Federal, State, Local district laws, regulations, policies and procedures.

Trains, monitors and evaluates employee performance and develops individual performance plans.

Attends training and continuing education in compliance with USDA Professional Standards.

Follows all rules for the National School Breakfast and Lunch Programs, including civil rights, free potable water, health inspections, production records, and ensure all required signage is posted.

Establishes and provides work schedules/job routines for all employees working in the kitchen.

Sanitation and Safety Responsibility:

Maintains sanitation and safety practices in compliance with local, state and federal policies, procedures and regulations.

All storage areas (cooler, freezer, and dry) are maintained in accordance with sanitation and safety regulations. All items are properly stored on shelves in an orderly fashion.

Establish and enforces standards for cleanliness, health, Hazard Analysis Critical Control Points (HACCP), and safety by following health and safety codes and regulation to protect the health and well-being of students, staff and visitors.

Ensures that all sanitation and safety standard operating procedures (SOP) are followed by staff and all related Hazard Analysis Critical Control Points (HACCP), are recorded and monitored according to (SOP) and all related food and equipment temperature and sanitation logs are completed for compliance with Federal, State, and Local sanitation regulations.

Trains and ensures employees follow all instructions, by reading labels and uses appropriate chemicals to clean and sanitize kitchen facility and dining room. Ensure employees have and wear related protective eye and face gear when using chemicals.

Maintains a safe and hazard-free working environment. Ensures all items are stored at least 6 inches off the floor on shelves.

Follows and practices all school security procedures for visitors, lock downs, fire drills and keeps doors secured.

Financial Responsibility:

Utilizes technology (PrimeroEdge Software), to prepare food orders, maintain adequate supply of food and supplies, accurately record all food prepared and served, portion sizes, food used and leftovers, and withdraws food used from inventory.

Effectively utilizes forecasting techniques to ensure only adequate quantities are purchased for food and supplies to meet target food cost goals.

Receives, orders, and checks deliveries from vendors and warehouse for accuracy and compliance with HACCP. Enters order receipts in PrimeroEdge in a timely manner. Communicates errors to office staff.

Accurately conducts inventory procedures of bought food, USDA foods, and supplies to ensure financial goals of the program. Reconciles perpetual with physical inventories. Ensures inventory follows first in/first out (FIFO) usage.

Uses financial reports to adjust necessary to meet financial goals. Maintains acceptable food labor cost goals. Follows directives for financial accountability.

Supervises cashier functions, cash handling procedures and cash deposits. Trains and supervises cashiers to ensure reimbursable meals are properly identified and recorded. May serve as cashier when needed.

Food Production and Service:

Oversees the preparation of food according to standardized recipes to ensure consistent food quality being served and compliance with all USDA program guidelines. Foods served match the printed menu and the menu cycle in the PrimeroEdge System.

Follows batch cooking procedures to minimize food waste and provide fresh food to students and staff. Communicates with supervisor and/or menu planner for approval of any menu substitutions.

Ensures that all student information is kept confidential and students cannot be identified by eligibility category.

Monitors a la carte sales and monitors facility compliance with USDA Smart Snacks and District Wellness Policy.

Customer Service:

Trains staff in positive customer service behaviors, such as smiling, greeting and thanking the customer. Communicates and ensures that all students, staff, parents and visitors are treated with dignity and respect in a friendly environment to promote customer satisfaction.

Promotes School Nutrition with marketing techniques. Decorates the serving area to make it attractive and inviting for students to eat. Follow and supports any themes the school campus might be celebrating. Promotes nutrition education to student, staff and parents.

Ensures food standards are met with only serving quality and appealing food for customers.

Other Job Duties:

Provides special diets for students that require special nutritional needs due to allergies in accordance with federal program guidelines. Doctor's notes for students with allergies must be followed these allergies must be annotated on the students account in PrimeroEdge.

Performs preventative maintenance checklist. Calls in work orders when needed. Follows district policies related to equipment operation, safety and maintenance.

Must be willing to work at different locations throughout the school district as needed during the workday.

Performs all tasks required of School Nutrition employees.

Maintains confidentiality with all student data.

Performs other tasks as assigned by the School Nutrition, Supervisor, Principal, School Nutrition coordinator or School Nutrition Director.

Supervisory Responsibilities:

Supervises anywhere between three and twenty employees. Carries out supervisory responsibilities in accordance with the KISD policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education or Experience:

High School Diploma or General Education Degree (GED) required. Must have two years related experience.

Certifications, Licenses, Registrations:

Applicants must have a current food handlers card obtained from the Bell County Health Department or Certified online course. Incumbents must pass The ServSafe Course, Bell County Certified Food Manager's Course, or other comparable sanitation certification. Manager must maintain certification throughout employment in the position.

Other Skills and Abilities:

Ability to use large and small kitchen equipment to include electric slicer, mixer, pressure steamer, combi and convection ovens, tilt skillets, sharp cutting tools, dishwasher and food utility carts.

Additional Information:

Must have a professional standard of appearance and dress as required by the School Nutrition Department.

Language Skills:

Ability to read and comprehend instructions, short correspondence, and memorandums in English. Ability to write correspondence and effectively present information in a one – on – one or small group setting to other employees within School Nutrition.

Mathematical Skills:

Ability to add and subtract, multiply and divide in all units of measure, using whole numbers and common fractions and decimals.

Reasoning

Ability to understand and carry out simple written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, talk, see and hear. The employee is frequently required to walk, use hand to finger, handle or feel and reach with hands and arms. The employee must occasionally lift/move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is sometimes exposed to wet/humid conditions, moderate hot/cold temperatures, and moving kitchen equipment. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate. Exposure to extreme hot/cold temperatures is usually moderate.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not exhaustive list of all responsibilities, duties and skills that may be required.

Revised Date: October 29, 2019