

CHILD NUTRITION SERVICES ASSISTANT MANAGER

DEFINITION:

Under direction, to be responsible for the on-site food preparation, service of food and beverages; and overall management of a satellite location with an enrollment of over 1500 students and food preparation and cooking equipment. Supervises a minimum of seven CNS Assistants; and to perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following.

Plans, organizes and supervises the operation of a single satellite school with an enrollment of over 1500 students and food preparation and cooking equipment.

Performs light cooking and food assembly in accordance with recipes.

Determines from a list of available products, the types and quantities of food and beverages to be prepared and served each day.

Estimates needed food, beverage, and supplies quantities, and places orders with vendors and the assigned base kitchen.

Receives and checks food and supplies as they are delivered.

Ensures that all equipment and supplies are available for daily activities.

Supervises and performs the cleaning of food service work areas, equipment, and supplies.

Assists and instructs new personnel in methods and procedures of tasks assigned.

Outlines daily duties and work schedules of CNS staff at site.

Maintains established standards of efficiency and sanitation in food preparation.

Accurately prepared required state, federal, and district reports.

Collects and accounts for cash and checks received, and maintain accurate records of student eligibility for meals at a free or reduced price.

Maintains cooperative working relationships with CNS staff, school staff, and students.

QUALIFICATIONS:

Knowledge of:

The proper methods of quantity preparation, cooking and serving foods and of the problems involved in managing a food service unit;

The National School Lunch Program; National School Breakfast Program; and Summer Food Service Program;

Proper methods of maintaining food service facilities in a safe and sanitary condition.

Ability to:

Provide limited number of food items up to 100 servings;

Operate equipment found in a food service unit;

Order needed foods and supplies;

Handle money and keep accurate records;

Lift and carry moderately heavy supplies up to 50 lbs.;

Understand and carry out oral and written directions;

Supervise and instruct an assigned staff;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high.

Experience: Two years of related experience.

Salary Range: 61

N: 10/99