

**Assistant Cafeteria Manager**

**Definition**

Under direct supervision of Cafeteria Manager, prepare and help serve a variety of foods in quantity and prepare foods for redistribution to satellite service facilities; plan, organize, supervise, and participate in the food service program of a larger food facility; assume manager responsibilities as needed or delegated; supervise the work of other food service workers; and perform other job related duties as required.

**Essential Duties and Responsibilities**

- Assists in developing recipes and estimating quantities of supplies needed;
- Keeps records of items used and costs;
- Places orders for foodstuffs;
- Assists in maintaining facilities and equipment;
- Supervises and participates in preparation of a variety of food items, including faculty meals;
- Supervises the work and activities of other staff;
- Directs operations in the absence of the manager;
- Prepares menus for staff lunches;
- Organizes and assigns work in the kitchen to ensure the readiness of all items for each lunch period;
- Supervises employees in serving and selling foods;
- Sees that acceptable standards of safety and sanitation are maintained;
- Assigns and supervises student assistants;
- Keeps employee time records;
- Takes monthly inventory of food supplies;
- Submits reports on meals served, money collected, and foodstuffs used;
- Sees that cash receipts are properly balanced and monies forwarded for deposit;
- Performs other related duties as assigned.

**Qualifications**

**Required Qualifications**

- A valid California driver's license;
- The ability to qualify and maintain insurability by the District's liability insurance carriers' standard;
- A current Safety and Sanitation Manager's Certificate from an accredited source.

**Preferred Qualifications**

- School Nutrition Certification of Professional Development preferred.

### Training and Experience

- Any combination of training and experience which qualifies the candidate to perform job duties;
- Two years of experience in quantity food preparation, serving, and kitchen maintenance preferably including lead worker responsibilities.

### Knowledge of

- Principles and methods of quantity food preparation, serving, and storage;
- Methods of computing food quantities required by prescribed menus;
- Care and use of standard food service equipment;
- Sanitation and safety procedures relating to food preparation and serving;
- Basic principles of supervision and training;
- Computer and communication skills to assist in managing the Point of Sale, Inventory control, ordering, and menu production guides as required by the National School Meal Program, United States Department of Agriculture, and California Department of Education;
- Interpersonal skills to assist in communicating with school site staff, administration, students, parents, and community.

### Ability to

- Perform responsible food preparation tasks;
- Estimate food quantities and order proper amounts for economical food service;
- Keep accurate records and prepare basic reports;
- Effectively train and supervise food service personnel;
- Perform a variety of moderately heavy manual tasks including, but not limited to, occasionally lifting up to 50 pounds at a time;
- Understand and carry out oral and written instructions;
- Work cooperatively with those contacted in the course of work;
- Read and write at the level required for successful job performance;
- Withstand working in refrigerated environment for short periods of time.

This position will be paid on Range 138 of the Classified salary schedule.