

# JEFFERSON COUNTY SCHOOL SYSTEM

## JOB DESCRIPTION

**TITLE:** Assistant Cafeteria Manager

**QUALIFICATIONS:**

1. Graduation from a standard high school or have GED.
2. A minimum of one year's experience in school food service.
3. Completion of a managerial training class is desired.
4. Must have demonstrated skills in food preparation, personnel management and other related activities.
5. Knowledge of safety, sanitation, food preparation methods, and equipment used in the quantity preparation of foods.
6. Ability to organize and supervise the work of others.
7. Ability to deal effectively with children, teachers and school officials.
8. Possession of a valid health certificate and tuberculin test.
9. Such alternatives to the above qualifications as the Jefferson County Board of Education may find appropriate and acceptable.

**REPORTS TO:** Principal and Cafeteria Manager

**SUPERVISES:** Food Service Personnel

**JOB GOAL:** To assist the cafeteria manager in all areas and assume full responsibility for the child nutrition program in the manager's absence. The assistant manager must be in training for a managerial position.

## **JOB DESCRIPTION**

**Assistant Cafeteria Manager**

**Page 2**

### **PERFORMANCE RESPONSIBILITIES:**

1. Assists the cafeteria manager in ensuring the smooth operation of the child nutrition program by performing duties assigned by the manager.
2. Assists the manager in taking inventories, making reports, ordering food and material or planning menus.
3. Notifies the manager when foods and staples need replenishing.
4. Performs work normally assigned to other employees as necessary to ensure that meals are prepared and served.
5. Performs other duties as assigned by manager.
6. Assists the manager and assumes responsibility for the program in the manager's absence.
7. Organizes the activities of workers to ensure the timely preparation of food in desired quantities and assists the cafeteria manager in various other tasks.
8. Willing to assume the position of a manager.
9. Assumes responsibility for acting as a representative of the Jefferson County Board of Education in the solution of problems.
10. Assumes responsibility to perform any work which is assigned by the Superintendent of Schools and/or the Superintendent's representative, including the immediate Supervisor.

### **TERMS OF EMPLOYMENT:**

Salary and work schedule to be established by the Jefferson County Board of Education.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Jefferson County Board of Education's policy on assessments and evaluations.

**JOB DESCRIPTION**  
**Cafeteria Manager**  
**Page 3**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Jefferson County Board of Education's policy on assessments and evaluations.