



<b>JOB TITLE</b>	Nutrition Services Assistant Manager
<b>REPORTS TO</b>	Nutrition Services Manager
<b>SALARY SCHEDULE/GRADE</b>	Classified
<b>CONTRACTED DAYS AND/OR HOURS</b>	181 days/7 hours
<b>JOB CLASS CODE</b>	
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	05/27/2009

### QUALIFICATIONS

Valid Kentucky Teacher Certification As established by the Board of Education

### POSITION SUMMARY

To assist in the efficient and effective operation of the school kitchen and to provide students with nutritious meals and snacks in a sanitary and friendly environment.

### PERFORMANCE RESPONSIBILITIES

Carries out all the duties of the Nutrition Services Manager during his/her absence.

Works as a leadership team with the Nutrition Services Manager to develop harmonious relationships with co-workers, students, school personnel and parents. Encourages team involvement with classroom projects, school events and marketing of healthy school meals.

Assists in the preparation and serving of breakfast, lunch and snacks. This requires the physical ability to maneuver pots/pans containing 30# to 40# of food in and out of ovens and/or warmers to the serving line.

Assists and works with the Nutrition Services team according to standard operating procedures for food preparation and serving. Trains team as needed. This requires a working knowledge of federal and state regulations, local Health Department regulations, menu cycles and recipes.

Leads by example. Assists and works with Nutrition Services team members in all job rotations

Is responsible for proper use and care of equipment. Trains and monitors the Nutrition Services team as needed. This includes safety procedures, proper cleaning techniques, and appropriate use of chemicals, routine maintenance and preventive maintenance.

Is responsible for maintaining USDA storage practices including documentation of temperature of coolers, freezers and dry storage. Knowledge of standard operating procedures for emergency maintenance is required. This includes verifying procedures are being followed during holidays, breaks, summer and power outages to prevent loss of food supplies.

Is responsible for ordering all food and supplies according to bid specifications and prices. Checks all invoices for accuracy upon delivery and documents food temperatures as required by HACCP.

Is responsible for accurate monthly inventory abiding by the first-in-first out rule. This requires the physical ability to climb small step stools, maneuver cases weighing 30# to 40#, and work in the cooler and freezer. Transporting food to and from other kitchens may be required.

Updates and maintains a book of standardized recipes. Trains the nutrition services team members in proper use and maintenance of the recipe book.

Assists with maintaining accurate records to include the following: Daily Production Records, Food Used Report, Perpetual Inventories, Daily Cash and Count Reconciliation, daily bank deposit, FAR Master Lists, Daily Job Rotations, Cleaning Rotations, Temperature Charts, Invoices, Special Functions, Monthly Cash & Count Reconciliation, Monthly Inventory and all others as necessary.
Operates and trains nutrition services team members on the computerized point-of-sale system. This includes recognizing a reimbursable meal, daily and monthly reports, bank deposits, securing of cash and retaining cash for change, and bank deposit procedures.
Handles customer comments and concerns in a prompt and courteous manner.
Attends district required training. Is willing to attend local, regional and state training to keep current on regulations, policies and best practices.
Passes certification exam as required by federal and state regulations. Attends continuing education to maintain certification.
Performs all other jobs as assigned by Nutrition Services Manager or Coordinator.

<b>KNOWLEDGE AND ABILITIES</b>
Curriculum, instruction and assessments.
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Pedagogy and knowledge instructional strategies.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

<b>PHYSICAL DEMANDS</b>				
	<b>SELDOM/RARE</b>	<b>OCCASIONAL</b> <small>(UP TO 1/3 OF WORK DAY)</small>	<b>FREQUENT</b> <small>(1/3 TO 2/3 OF WORK DAY)</small>	<b>FREQUENT</b> <small>(2/3 OF WORK DAY)</small>
Standing/Walking				
Sitting				
Handle/Finger/Feel				
Reach/Push/Pull				
Bend/Stoop/Crouch				
Kneel/Crawl				
Climb/Balance				

Lift/Carry (check weight and frequency)

Up to 10 lbs.				
Up to 20 lbs.				
Up to 50 lbs.				
Up to 100 lbs.				
Over 100 lbs.				