

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Food and Nutrition Services (FNS) Assistant Manager

Department: Food and Nutrition Services

FLSA: Exempt Non-Exempt

Reports To: FNS Manager

Board Approved Date: July 19, 2016

Job Code: 5181,5182,5184, 5185

Salary Schedule: FS10-FS13

Work Days: 191/245

Work Hours: Varies

JOB GOAL: Responsible for assisting with management of school based cafeteria staff engaged in the preparation and service of quality meals in the school nutrition program. This includes maintaining compliance with federal, state, local, and district standards, and School Board Policies.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assist in supervising, training, instructing, organizing, and delegating work to food service personnel and assume responsibility for operation of the program in the absence of the manager and other key staff members.
2. Assist with the supervision and preparation/production of menu items while ensuring high standards of food quality and quantity by utilizing the most current standardized recipes provided by the FNS department and in accordance with local, state, and federal regulations, food safety guidelines, and Hazard Analysis Critical Control Points (HACCP) principles and procedures.
3. Monitor quantity and quality of menu items to ensure food and beverage standards are maintained throughout all meal periods.
4. Assist the manager with financial entries and balancing, ordering, receiving stock, inventory, and reconciliation of paperwork.
5. Maintain compliance with annual United States Department of Agriculture (USDA) mandatory training requirements and FNS District Policies as outlined in employee handbook.
6. Serve as district representative at emergency shelters as determined by the Superintendent.
7. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Thorough knowledge of food preparation and proper kitchen equipment use and care as required by local, state, and federal regulations
- Thorough knowledge of HACCP food safety and sanitation principles.
- Ability to promote effective professional relationships with multiple stakeholders
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to instruct and supervise personnel to ensure an efficient food service program.
- Must meet the physical requirements of Post Offer Employment Testing (POET).

EDUCATION, TRAINING & EXPERIENCE:

- High School Diploma or equivalent.
- Two (2) years minimum work experience in school food service, food service management, or equivalent.
- Successful completion of at least five (5) Food and Nutrition Services approved courses within the past four (4) years--or equivalent external education/training. Area of focus should include topics directly related to the position such as food safety and sanitation, cooking, menu planning/production, nutrition/wellness, allergens/special diets, communication/marketing, finance/technology, business/office operations, and leadership/human resources. Acceptable external equivalence will be determined by the FNS Program Manager of Team Development.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Valid ServSafe Certification or agreement to obtain within six (6) months of employment

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PREFERRED REQUIREMENTS:

- Successful completion of the Pasco County Food and Nutrition Services Management Internship Program or equivalent. Equivalence will be determined by the FNS leadership.
- Successful completion of the Pasco County Food and Nutrition Leadership Academy.
- Previous management in food service.

SUPERVISORY RESPONSIBILITY: Assist with supervision of assigned personnel. Responsibilities include assisting with planning, assigning and directing work; assisting with addressing complaints and resolving problems; assisting with training employees; assisting with evaluating performance; assisting with promoting and transferring employees; and assisting with interviewing, testing, hiring and assignment of personnel.

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input checked="" type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally)

F	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
O	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
R	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
R	Bending	Lowering the body forward from the waist.
R	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
O	Kneeling	Bending legs at knee to come to a rest on knee or knees.
O	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
R	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
R	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
R	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
R	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.

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R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
R	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position. Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input checked="" type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

MACHINES, TOOLS, EQUIPMENT: *(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)*

Professional ovens, stoves, meat slicers, dish machines, a variety of hot and cold food storage equipment, and other typical kitchen equipment. This position may also use computers and other technology regularly for record keeping and cashiering practices.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.