



Job Description

Job Title: Cafeteria Assistant Manager

Reports to: Cafeteria Manager

Qualifications/Job Requirements:

1. Must possess a high school or general equivalency diploma;
2. Must be able to understand and follow verbal and written instructions;
3. Must have the ability to operate large and small kitchen equipment and tools;
4. Must have the ability to perform basic arithmetic operations;
5. Must be able to meet associated working factors of physical stamina to include but not limited to tolerations of continual standing, walking, pushing, pulling, frequent stooping, bending, kneeling, and moderate lifting and carrying;
6. Must be able to meet associated environmental factors common to food service operations to include temperature variances (extreme hot and cold temperatures.)
7. Must have the ability to lift and carry objects weighing 30 lbs.

Responsibilities and Essential Functions:

- Inspects food items and/or supplies for the purpose of verifying quantity, quality, specifications of orders and compliance with mandated HACCP controls
- Inventories food and non-food supplies to ensure availability for projected menu requirements
- Monitors kitchen and cafeteria areas to ensure a safe and sanitary working environment
- Assists cafeteria staff in following established HACCP controls
- Assists cafeteria manager for the purpose of ensuring the food service operation (e.g. staff substitution, food production and inventory, equipment, maintenance, health and food safety, etc.) is running efficiently
- Oversees and/or assists staff in the preparation, cooking and serving of food items for the purpose of meeting projected meal quantities, while adhering to USDA school meal standards
- Maintains positive interactions with staff members, students, parents, teachers, and visitors
- Maintains physical demands required, 25% sitting, 40% walking, and 35% standing
- Attends and participates in trainings, workshops and meetings, etc. for the purpose of conveying and/or gathering information required to perform job functions
- Performs other duties as assigned by cafeteria manager

FLSA Status: Non-Exempt

Terms of Employment: 188 Day Calendar; Hourly rate to be established by the Board

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy.



Revised: 04/07/2020

The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.