

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Food & Nutrition Assistant Manager	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Food & Nutrition Manager	<b>Pay Grade:</b>	2 (182 Days)
<b>Dept./School:</b>	Food & Nutrition Department	<b>Date Revised:</b>	06/07/2021

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**Primary Purpose:**

Assist manager as needed in the day to day operations of the cafeteria. The assistant manager will fill in as needed as a manager during absences. The assistant manager is considered to be second in command in the cafeteria and back-up support for the manager. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Food and Nutrition administration. Meet health codes.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

Food manager's certification sanitation card - Completion of a food manager's certification sanitation course before or during the first year as manager.

**Special Knowledge/Skills:**

Knowledge of methods, materials, equipment and appliances used in food preparation.

Ability to manage personnel.

Basic computer and e-mail skills.

Effective planning and organizational skills.

Ability to communicate with customers and staff.

**Physical Requirements:**

Must be able to lift up to 35 lbs.

Work is performed indoors and predominantly in a standing position with exposure to frequent noise, cold and heat.

Must be able to perform repetitive motion activities.

**Experience:**

Three years experience in institutional food service operations preferred.

**Major Responsibilities and Duties:**

**Nutrition & Menu Planning**

1. Provide a pleasant eating environment for students, teachers, parents, and staff.
2. Ensure meals meet nutrition standards and age-appropriate meal requirements, including children with special food and nutrition needs.

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3. Implement the Dietary Guidelines for Americans.
4. Execute plans for meals that encourage student participation.
5. Facilitate nutrition education in school program.

**Program Accountability**

6. Ensure compliance with federal, state, and local regulations.
7. Ensure accountability of recorded documentation.
8. Comply with district mission and vision.

**Sanitation, Safety, and Security**

9. Implement high sanitation standards to provide a healthy dining environment.
10. Respond to food holds and recalls effectively and efficiently.
11. Provide safe work environment.
12. Demonstrate leadership in emergency/crisis situations.
13. Maintain all required HACCP documentation by utilizing district and departmental technology.

**Equipment Use and Care**

14. Implement procedures for proper equipment use, care, and preventive maintenance.
15. Comply with energy conservation principles.
16. Maintain logs on all equipment maintenance required within campus food service department.

**Procurement**

17. Comply with federal, state, and local purchasing guidelines.
18. Ensure that proper receiving procedures and storage techniques are followed.

**Food Production and Acceptability**

19. Apply management principles to meet high standards of food quality and control.
20. Implement system for accurate reporting of planned menus, food produced and discarded.
21. Monitor food production procedures daily.
22. Encourage customer feedback and respond to student food preference.

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23. Implement standard of excellence for quality presentation and service of food.
24. Ensure meals are served in pleasant environment by courteous staff.

**Financial Management and Recordkeeping**

25. Operate within established financial management guidelines to provide a cost-effective foodservice program.
26. Maintain records and supporting documentation in accordance with federal, state and local regulations/policies.
27. Manage business functions effectively and efficiently.

**Marketing**

28. Implement marketing plan to create an atmosphere that attracts and pleases students, teachers, administrators, and other support staff.
29. Create awareness of the school nutrition program and promote its role in the school and community.

**Personnel Management**

30. Manage school nutrition staff according to federal, state, local, and district employment laws, policies, and regulations.
31. Communicate effectively with supervisor and other staff.
32. Create atmosphere for employee productivity and satisfaction.
33. Use organizational techniques efficiently for maximum human resources development.
34. Integrate training program and evaluation standards for staff performance into program management.
35. Recognize, understand, value, and manage diversity for maximum productivity.

**Professional Development**

36. Set high standards for program and employees (i.e. attendance, appearance, attitude, and demeanor).
37. Acquire education and skill necessary for leadership and management roles.
38. Develop, instruct and participate in staff development activities.

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- 39. Attend professional growth activities to keep abreast of innovative techniques for foodservice operations. Must attend at least one per school year.
- 40. Follow district safety protocols and emergency procedures.

**Other**

- 41. Has regular in person attendance and complies with notification procedures for absences.
- 42. Perform other duties as assigned.

**Supervisory Responsibilities:**

Supervise, evaluate and train food and nutrition workers assigned to your cafeteria

**Equipment Used:**

Computer and peripheral equipment, calculator, point of sale system, large and small kitchen equipment to include electric slicer, mixer, pressure steamer, sharp cutting tools, ovens, dishwashers and food and utility carts

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors :**

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate to heavy lifting and carrying (up to 50 pounds at a time); some stooping, bending and kneeling; limited exposure to extreme hot and cold temperatures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

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Date