

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT MANAGER CATERING, Dining Services

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma preferred.
- One (1) year experience in Dining Services.
- Valid Florida Drivers License.
- Satisfactory completion of ServSafe course and/or current certification or the satisfactory completion of ServSafe course within six (6) months of hire.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer, cash register, and food processing equipment as related to departmental job functions.
- Ability to be flexible and handle a variety of tasks.
- Ability and willingness to work a variable schedule, including nights and weekends, is a must.
- Ability to present professionally.
- Ability to work cooperatively with others.
- Functional skills in reading, writing and basic mathematics.

#### SUPERVISION

**REPORTS TO SUPERVISES** Dining Services Manager Catering  
Assigned Dining Services Personnel

#### POSITION GOAL

***To assist in maintaining the Dining Services catering program at the district and school level in an efficient and effective manner to meet the catering needs of the district employing cost effective methods.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Understand federal, state and local meal program regulations.
2. \* Direct support staff in the preparation of food following meal standards, standardized recipes, preparation and service methods.
3. \* Assist with reviewing and completing daily work production records that reflect accurate reports of planned menus, food produced, served and discarded.
4. \*Ensure proper leftover use and documentation.
5. \* Assume responsibilities of the manager in his/her absence.
6. \* Help oversee cashiering activities involving the collection of monies; prepare routine financial reports; operates Point-of-Sale (POS) computerized system and perform related cashiering tasks as required.
7. \* Observe and enforce practices of proper food safety and sanitation; ensure cleanliness of all Dining Services areas and equipment used.
8. \* Assist with training employees; provide assistance to staff in food production, serving and cleaning activities as needed.
9. \* Assist manager with calculating and ordering food and supplies following department policies and procedures to meet menu requirements.
10. \* Monitor receiving, checking and ensuring quantity and quality of food and supplies delivered; participate in inventory of freezers, coolers and storerooms.
11. \* Provide meal service at Board Café as needed.
12. \* Cook and prepare foods for catering events.

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- 13. \* Independently administer catering events (setup, service and cleanup) which may be outside of normal work hours at school sites and the Educational Support Center.
- 14. \* Provide outstanding customer service to all internal and external customers.
- 15. \* Maintain an effective working relationship with manager and other Dining Services personnel.
- 16. \* Deliver food products, by small cargo vehicles, to remote sites, including but not limited to the loading and unloading of the vehicle, the serving and cleanup of prepared items, and the return of any meal counts, cash collected, leftovers, and soiled items, when such duties are required for the position and as directed by the Dining Services Manager.
- 17. \* Participate in in-service training sessions and attend Managers meetings when requested.
- 18. Perform other duties/tasks consistent with the goals and objectives of this position.

\*Denotes essential job function/ADA

## EQUIPMENT / MATERIALS

Commercial food preparation equipment, cleaning chemicals

## PHYSICAL REQUIREMENTS

**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.

## PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Balancing</b>	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Lifting</b>	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 exerting up to 50 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Talking</b>	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.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**F-22 \$26,207 - \$46,525**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 40  
Annual Hours 2064

### POSITION CODES

PeopleSoft Position	TBD
Personnel Category	6
EEO-5 Line	52
Function	7600
Job Code	1712
Survey Code	76016

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**March 9, 2010**

ADA Information Provided by Dining Services  
Position Description Prepared by Chad Wilsky