

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT MANAGER, Dining Services

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma preferred.
- One (1) year experience in Dining Services.
- Valid Florida Drivers License (if duties require).
- 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 to work cooperatively with others.
- Functional skills in reading, writing and basic mathematics.

SUPERVISION

REPORTS TO Dining Services Manager
SUPERVISES Assigned Dining Services Personnel

POSITION GOAL

To assist in maintaining a Dining Services program at school level in an efficient and effective manner to meet the nutritional needs and program acceptability of students and staff in accordance with Federal, State, and Local Regulations.

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. * Assist with catering events (food preparation, setup, service and cleanup) which may be outside of normal work hours.
12. * Provide outstanding customer service to all internal and external customers.

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13. * Maintain an effective working relationship with manager and other Dining Services personnel.
14. * 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.
15. * Participate in inservice training sessions and attends Managers meetings when requested.
16. 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

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 50 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 50 pounds of force.
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 exerting up to 50 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
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.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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WORKING CONDITIONS

Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
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.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
District Salary Schedule	PeopleSoft Position Multiple Personnel Category 6 EEO-5 Line 52	<input checked="" type="checkbox"/> Applicable <input type="checkbox"/> Not applicable	Previous Approval Dates March 9, 2010 April 10, 2007 April 9, 2002 September 28, 1999
	Function 7600 Survey Code 76016		
F59 \$11,261 - \$19,997	M-10/D-189/H- 945.00 JC 1706	ADA Information Provided by Dining Services	
F60 \$14,637 - \$25,996	M-10/D-189/H-1228.50 JC 1708	Position Description Prepared by Chad Wilsky	
F61 \$15,763 - \$27,994	M-10/D-189/H-1323.00 JC 1709		
F62 \$16,891 - \$29,992	M-10/D-189/H-1417.50 JC 1710		
F20 \$18,018 - \$31,994	M-10/D-189/H-1512.00 JC 1707		