

Job Title: Cafeteria Assistant Manager	Wage/Hour Status Hourly
Reports to: Food Service Supervisor	Pay Grade: 703
Dept. /School: Food and Nutrition Services	Date Revised: October 14, 2024

Primary Purpose

Assist the Cafeteria Manager in attaining minimum competencies in all aspects of cafeteria operations, while training under the Cafeteria Manager.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher learning
Valid Food Handler’s Card
Must acquire Food Service Management Certificate within 90 days of hire date

Special Knowledge/Skills

- Knowledge of basic food service skills
- Ability to read, write, compute and communicate Ability to manage personnel
- Effective planning and organizational skills
- Knowledge of methods, materials, and equipment used in food preparation

Experience

In-District Applicants

One (1) year experience in the EPISD Food and Nutrition Services Department to include two (2) semesters experience as a cook or “cook-in-training” OR Two (2) years’ experience as a nutrition clerk, nutrition services/cashier; or verifiable equivalent experience in another organization

Out-of-District Applicants

Two (2) years experience in a supervisory position in a food service establishment

Major Responsibilities and Duties

Kitchen Production

1. Assist in overseeing the safe and efficient preparation of quality meals for students and staff.
2. Ensure Hazard Analysis and Critical Control Points (HACCP) guidelines are in accordance and properly documented.
3. Assist with meal production records and accurately completes PR in a timely manner; use forecasted participation and calculate required number of portions and quantities of food to prepare.
4. Receive, store and organize food and warehouse items, check items for quality upon receipt.
5. Maintain the kitchen and equipment in a good state of repair; prepare requests for maintenance as needed and follows up to ensure issues are resolved.

Staff Management

6. Assist in supervision and training of personnel in their job performance, duties and skills promoting efficiency, morale, teamwork, safety, and sanitation.
7. Effectively manage assigned staff, cross-training employees to optimize kitchen efficiency and performance.
8. Assist in ensuring staff meets department regulations and standards of conduct.
9. Mentor staff, providing constructive feedback and encouraging optimal performance; uses positive communication techniques to organize, correct and manage staff.
10. Assist in instruction of staff in safety and sanitation policies & procedures.
11. Supervise kitchen personnel in production service and clean-up operations in absence of manager.

Regulation Compliance

12. Maintain integrity and accountability of the Child Nutrition Program through compliance with the federal, state, and local regulations.
13. Ensure that meals claimed for reimbursement meet United States Department of Agriculture (USDA) guidelines.
14. Work cooperatively with the Health Department to ensure the kitchen and kitchen staff are functioning within guidelines.
15. Comply with the district and departmental policies and procedures.

Financial Accountability

16. Operate the school's Child Nutrition Program within established guidelines to ensure a cost-effective Program of high integrity
17. Ensure the EPISD Food and Nutrition Services production records as a system for accounting for planned with menus, food produced, and food discarded.
18. Assist manager with ordering food and supplies and properly maintains the kitchen's food, paper and equipment inventory.
19. Correctly account for food and warehouse items through the monthly inventory process.
20. Accurately forecast menu needs, orders food items, and paper goods according to the ordering calendar.
21. Assist in organizing kitchen staff schedules to meet or exceed departmental staffing standards.
22. Maintain and submit required forms & reports as directed.
23. Assist in the preparation of small equipment replacement orders.
24. Perform cashier functions at breakfast and lunch.

Customer Service

25. Assist in overseeing the distribution of meals to students and staff with an emphasis on customer satisfaction.
26. Develop and maintain good public relations with students, staff, faculty, and allied groups.
27. Communicate effectively with employees, campus staff, students, and parents.
28. Address customer questions, concerns, and issues, offering accurate information and follow-through.
29. Work cooperatively with campus administrators to accommodate temporary schedule changes and special serving requirements.

Quality Control

30. Ensure the quality and presentation of food items are of the highest standards.
31. Ensure the serving line is set and ready for service at designated meal times.
32. Train staff on the use of department recipes and recipe conversion.

Ethical Considerations

33. Follow EPISD's Employee Standards of Conduct and Code of Ethics.
34. Perform daily job duties with honesty and integrity.
35. Maintain open, honest interactions with customers and co-workers.
36. Treat others fairly and justly and try to do the right thing in all circumstances.

Other

37. Act as temporary manager in the absence of the cafeteria manager.
38. Maintain a clean, neat, and orderly work area.
39. Attend assigned trainings and managers' meetings.
40. May rotate through various cafeterias to gain experience and knowledge from training managers.
41. May be responsible for reviewing meal applications at non-CEP campuses.
42. Attend department manager trainee classes.
43. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel.

Equipment Used

Computer, printer, point of sale (POS), fax machine, phone, and adding machine, large and small kitchen equipment and tools including tilting braising pan, pot sink, steam line, holding units, electric slicer, mixer, vegetable cutter, steamer, sharp cutting tools, ovens, and dish machine.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping; limited exposure to extreme hot and cold temperatures.

Terms of Employment

187 days; hourly rate to be established by the Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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