**JOB DESCRIPTION**

**MURFREESBORO SCHOOL SYSTEM**

**CAFETERIA ASSISTANT MANAGER**

**1. JOB TITLE**: Cafeteria Assistant Manager

**2. DEFINITION:** The position of Cafeteria Assistant Manager requires an individual who is neat in appearance, clean in work habits and follow all safety rules; can plan, organize, train, motivate and supervise; be confidential; work cooperatively with school staff; be courteous; have a positive attitude toward work; and demonstrate a happy, helpful attitude toward students. Satisfactory experience in food and nutrition, math and record keeping may be preferred. Acceptance report of health examination required prior to starting to work. The person in this position is responsible for assisting in managing the policies and general business operations of the school cafeteria. The Cafeteria Assistant Manager works with the Cafeteria Manager in developing a food service program at the school level that meets the local, state, and federal guidelines. This position is Non-Exempt. The terms of employment will be ten (10) calendar months with two (2) additional days of training, pre-opening, or post-closing of school. The employee must have a written statement from physician showing a satisfactory health record and stating the employee is free of any contagious or communicable disease in such form as might endanger the health of school children. All employees hired after January 1, 2000, are required (post offer and prior to commencement of the employment duties) to supply fingerprint samples which are submitted to a criminal history records check conducted by the Tennessee Bureau of Investigation. All hiring decisions are contingent upon satisfactory criminal background check results.

**3. EQUIPMENT/JOB LOCATION:**

1. Work will be performed in cafeteria on school grounds. Work characterized by necessity for occasional physical exertion and by working in storeroom, kitchen and/or freezer.
2. Work involves medium-heavy lifting of boxes, reaching, pushing, pulling, carrying, stooping, kneeling, climbing, maneuvering in confined spaces and prolonged standing and walking; work involves exposure to extreme temperatures, chemicals and smells commonly associated with cooking, cleaning, and school in general.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

1. Assist in maintaining adequate and accurate records and controls to include financial, personnel, inventories, operational reports and records, and the purchasing of food, supplies, and equipment for the cafeteria.
2. Assist with food preparation, service, storage, and follow-up operations within the kitchen.
3. Assist cafeteria assistants with daily operational duties.
4. Participate in and promote in-service training and conferences and continuing educational programs for self and other personnel.
5. Cooperate with health officials in supporting public health laws, sanitation, and safety.
6. Help develop a climate in the cafeteria that encourages participation in the nutrition program.
7. Exercise discretion and use good independent judgment.
8. Performs occasional lifting and carrying objects up to fifty (50) pounds, occasionally under extreme temperatures.
9. Performs required standing/walking as shift allows.
10. Must be able to perform job duties as described on essential functions addendum.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED**:

1. Performs other duties and special projects as assigned.
2. Employee must be willing to assist in other areas of cafeteria, including but not limited to, dishwasher, server, cashier and cook.

**6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Education equivalent to graduation from an accredited high school or attained GED.
2. Must possess the physical body dexterity and coordination to achieve angles and positions required to perform various lifting.
3. Must have legal authority to work within the United States of America.
4. Must be able to distinguish between different chemical materials/food ingredients with ability to read and understand label information.
5. Knowledge of and/or ability to learn occasional hazards and safety precautions.
6. Ability to establish and maintain effective working relationship with other employees, children, and public.
7. Ability to understand and carry out verbal and written instruction.
8. Ability to understand and prepare recipes.
9. Must have good mathematical skills.
10. Ability to report to work scheduled and notifies appropriate individuals if unable to work.
11. Ability to perform job duties for entire workday.
12. Must have sufficient strength and ability to lift objects weighing independently and repeatedly up to fifty (50) pounds and move/carry objects weighing up to fifty (50) pounds; employees must be able to lift objects weighing more than fifty pounds with assistance.
13. Must have sufficient strength/ability to independently push a cart weighing up to fifteen (15) pounds at fifty (50) feet.
14. Employee must be able to pass physical abilities test (PAT)/post-offer screen for employment.
15. Must follow and train staff on SOP’s put in place by Supervisor of Nutrition.
16. Must be certified or willing to become certified in school nutrition and attend additional continuing education classes.

**7. STAFF RELATIONSHIP:**

 Reports to Cafeteria Manager

**8. TERMS OF EMPLOYMENT**:

 Work a ten (10) month calendar with two (2) additional days of training, pre-opening or post-closing of school, salary and benefits set annually. Exempt

Non- Exempt