

SCHOOL DISTRICT OF NEWBERRY COUNTY

**JOB DESCRIPTION**

**TITLE:** Child Nutrition Assistant Cafeteria Manager

**FLSA:** Non- Exempt

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**GENERAL STATEMENT OF JOB**

An employee in this class is responsible for administering the program requirements for accurate meal counting and recording, and for maintaining adequate documentation on file to support claims in accord with the state and federal regulations. Work is subject to supervision by the Café Manager through general inspection and observation of results and to review by the District's finance office and external auditors.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL FUNCTIONS**

Collects and receipts monies from students, staff and parents for meals and special sale purposes; ensures that the eligibility status for students is current in the computer and is properly transferred at the point of sale.

Operates Nutri-Kids software. A computerized meal accounting system, cash register, calculator, copier, fax machine, etc.; makes appropriate change and counts back change to customers without the aid of a calculator.

Collects Free and Reduced applications at the schools, checks them for accuracy, and makes sure they are complete and are filled out correctly before submitting to the office. Maintains accurate daily records and procedures for free, reduced, and full paid students and staff.

Prepares accurate deposits of all food service funds collected on a daily basis.

Interacts in a customer friendly manner with supervisor, co-workers, students, school staff, parents, and visitors.

Resolves account discrepancies with students, parents, and staff.

Follows current State and USDA Federal rules and regulations regarding the National School Lunch reimbursable meal program, food safety, and sanitation to include the current Hazard Analysis and Critical Control Point standard operating procedures. Attends district scheduled computer, program, and food safety trainings and applies learned principles daily. Complies with standard District accounting and food service cashier procedures and policies. Must be knowledgeable and skilled in recognizing student selections that may be counted and claimed as reimbursable meals.

Prepares and cooks and/or bakes food items for student and staff meals in the prescribed quantity and as scheduled. Monitors cooking times and temperatures to ensure thorough heating as required by consumer safety.

Supervises duties of assigned café workers in the absence of the manager; supervisory duties include instructing, assigning, reviewing and planning work of others; maintain standards, coordinating activities; allocating personnel; acting on employee problems; and recommending employee discipline.

Works with the manager to learn how to do all food orders, to do inventory, do production records and any other forms needed to be prepared. Assistant manager will be required to do all

paperwork to completion when manager is absent.

Maintains the cleanliness and neat appearance around the register areas and serving lines.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High School graduate or equivalent, or specialized vocational training, supplemented by some clerical experience and/or some experience operating a cash register.

Previous experience with computers, computer software, printers and calculators is preferred.

Must be certified in Serve Safe.

American School Nutrition Association membership and certification is recommended; should be certified or working towards certification.

On the job training with the desire to become a Café Manager.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Responsibility:**

Knowledge of the records and reports which must be prepared and maintained. Knowledge of all standards and regulations pertaining to food service/ preparation and sanitation of food service areas. Must be able to work with manager to learn how to do any necessary tasks or reports in the café.

#### **Physical Requirements:**

Must be physically able to perform manual work requiring some physical strength and agility, at times lifting up to 50 pounds. Must be able to work long hours while standing with routine exposure to extreme cold or heat. Position requires ability to work under stress related duties that require attention to detail and meeting deadlines. There is possibility of exposure to biohazard risks including oral secretions and blood. Assistant managers are considered "working assistant manager" and at times may be required to perform operator duties.

#### **Personal Protective Equipment/ Job Requirements:**

Must provide an acceptable TB test at time of employment and maintain personal cleanliness.

Assistant managers are required to wear a district uniform and hard soled, non-slip shoes. Suitable and effective hair restraint must be worn.

### **PERFORMANCE INDICATORS**

#### **Knowledge of Job:**

Has thorough knowledge of the methods, procedures and policies of the Newberry County School District as they pertain to the performance of duties of the Assistant Manager. Has excellent clerical and customer service skills. Is able to use the computer for data entry; is able to operate other office equipment as necessary. Knows how to maintain effective relationships with co-workers, customers, and school staff.

#### **Quality of Work:**

Maintains high standards of accuracy in exercising duties and responsibilities.

Is able to investigate and resolve account discrepancies as necessary.

**Dependability:**

Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures.

**Attendance:**

Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to leave requests.

**DISCLAIMER:**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's Policy on Evaluation of Support Staff Personnel.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_