



JOB DESCRIPTION

Central Kitchen Production Assistant Manager

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The Central Kitchen Production Assistant Manager under the general supervision of the Child Nutrition Director and the immediate direction of the Central Kitchen Production Manager, assists in the supervision of the preparation and distribution of breakfast and lunch to all elementary campuses.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Health card required when hired
- At least three years experience in Food Service work or one year of Food Service Management Skills

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Ability to pass Human Performance Exam (HPE)

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of methods, materials, equipment, and appliances used in food preparation
- Ability to manage personnel
- Effective planning and organizational skills

DUTIES AND RESPONSIBILITIES:

1. Assumes full responsibility for food production in the absence of the Production Manager and sees that breakfast and lunch meet Type "A" requirements are met and of good taste and appearance.
2. Trains employees and provides opportunity for improving their skills as assigned by the Production Manager.
3. Keeps accurate records and reports as assigned by the Production Manager.
4. Checks appearance of employees frequently.
5. Assists other employees as needed.
6. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate, interpret procedures and data, understand verbal instructions, memorize, read, coordinate, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb a ladder, balance, stoop, kneel, pull, push, reach, perform repetitive hand motions, maintain visual acuity, work inside, be exposed to cleaning chemicals, work with hands in water, work around moving objects, and machines with moving parts.

SUPERVISORY RESPONSIBILITIES:

Assists with the supervision of child nutrition workers as needed

EQUIPMENT USED:

Standard equipment and appliances used in food service and personal computer

Manual Trades Pay Grade: 4

Days: 193
Wage/Hour Status: Nonexempt
Updated: December 3, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.