



**JOB DESCRIPTION**  
**Assistant Cafeteria Manager – Child Nutrition Department**

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The Assistant Cafeteria Manager, under the direct supervision of the Cafeteria manager, assists the cafeteria manager in the efficient operation of the cafeteria services on the individual campuses, and assumes full responsibility of the kitchen in the absence of the cafeteria manager.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma **OR** GED
- Two years experience in school food service **OR** one year in food service management

**ADDITIONAL REQUIREMENTS:**

- Ability to pass Human Performance Exam (HPE)
- Skills testing may be required
- Ability to perform basic arithmetic operations
- Must be eligible for health card (if hired)

**KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient knowledge of methods, materials, equipment, and appliances used in food preparation
- Effective planning, coordinating, and organizational skills
- Ability to manage and train personnel
- Ability to meet deadlines

**DUTIES AND RESPONSIBILITIES:**

1. Works cooperatively with the cafeteria manager for the efficient operation of the kitchen.
2. Assists with training staff to promote efficiency, morale and teamwork.
3. Helps enforce standards of cleanliness, health and safety codes and regulations with the employees.
4. Assists with duties as needed.
5. Is responsible for preparation, serving, and record keeping of the breakfast program.
6. Acts as cashier during lunch period.
7. Helps to ensure that food items are stored in a safe and hazard-free environment.
8. 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 the child nutrition workers on the individual campus

**EQUIPMENT USED:**

Large and small kitchen equipment

**Manual Trades Pay Grade: 4**  
**Salary Range: \$9.86 min./ \$12.32 mid./ \$14.79 max.**  
**Days: 193**  
**Wage/Hour Status: Nonexempt**  
**Updated: August 29, 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.*