

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

INTERIM FOOD AND NUTRITION ASSISTANT MANAGER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Must be able to lift as required by this position
- Two (2) years of experience in institutional quantity food preparation experience or met the requirements of Food and Nutrition Assistant III
- Have good management and organizational skills
- Have the ability to operate a computer and calculator

Desired Qualifications:

- Recommendations from the current Food Service Manager (if applicable)
- Successful completion of the Production Specialist Training Class (if applicable)

Performance Responsibilities:

- Complete and post daily work schedules for employees and ensure compliance and expectations of the daily work schedule are met by staff
- Preplan and complete daily food production records and compare to daily Sales and Meal Count
- Ensure the use of standardized recipes/portions
- Assist in the preparation of meals
- Inspect all food to ensure quality criteria are met before being served
- Train staff to ensure efficiency in all work areas of food service
- Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served
- Ensure quality customer service
- Ensure that the cashier is using approved accountability procedures
- Assist with the procurement of supplies and inventory
- Demonstrate proficiency in cashiering, operating and caring for all equipment
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures
- Attend mandatory inservice training
- Participate in the interview and hiring process
- Perform other duties as assigned by the Food and Nutrition Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Manager and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Manager and/or designee

Terms of Employment:

When deemed by the Director of Food and Nutrition Services to be necessary, and in the best interest of the students of the school, an individual who meets the required qualifications may be placed in this position for a specified length of time.

There will be no loss of classification seniority if a bargaining unit member **temporarily** fills the position.

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category A

Job Code:

76016

Board Approved: 05/18/10

Revised: 05/17/11