

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) ASSISTANT MANAGER
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Must be able to lift as required by this position
- Must have two (2) years of experience of institutional quantity food preparation experience, food service management or met the requirements of Food and Nutrition Assistant III
- Have good management and organizational skills
- Must have a valid Florida driver's license
- Have the ability to operate a computer and calculator
- Possess a valid ServSafe Certification or agreement to obtain within six (6) months of employment

Desired Qualifications:

- Recommendations from the current Food Service Manager (if applicable)
- Successful completion of the Food and Nutrition Services Management Internship Training Program or equivalent (if applicable)
- School Nutrition Association Level 1 Certification

Performance Responsibilities:

- Complete and post daily work schedules for employees
- Preplan and complete daily food production records
- Compare daily production records to daily Sales and Meal Count
- Ensure that new recipes are tested prior to offering the item on the menu
- Ensure the use of standardize 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
- Ensure temperatures are taken and documented at the beginning of and during service
- Ensure that food is "batch-cooked" and replenished in a timely manner
- Assist in the handling of customer problems and complaints
- Assist with the procurement of supplies and inventory
- Demonstrate proficiency in cashiering, operating and caring for all equipment
- Assist manager as assigned
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures
- Attend mandatory in-service training
- Ensure the completion and expectations of the daily work schedule are met by staff
- 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 administrative designee

Terms of Employment:

10-month employment

Salary:

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

Job Code:

76016

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 08/08/17, 05/25/2021