

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Assistant Food Service Manager

JOB CODE 5715

DEPARTMENT: Food and Nutrition

PAY GRADE: 19 (B4)

DATE 02/25/2005

BASIC OBJECTIVES

Assists the food service manager in supervising large numbers of food service personnel engaged in the preparation and service of food (850 meals or more). Assignments may involve one or more satellite food service operations. Performance is subject to review by administrative superiors as well as through periodic inspections and evaluation procedures.

JOB TASKS/RESPONSIBILITIES

1. Assists the food service manager with the following: assigning, training, and supervising employees engaged in the preparation and serving of food and kitchen clean-up activities.
2. Maintains a record of time worked and re-assigns personnel as required.
3. Estimates and requisitions necessary food and supplies, supervises the receipt, storage and issuance of provisions and keeps records of food and supplies used.
4. Prepares regular and special reports of food service operations.
5. Plans and supervises the production of food, insuring that it is prepared according to established standards and served in an attractive manner.
6. Observes service to students and adults, insuring that it is prompt and courteous.
7. Coordinates activities of employees so that service is fast and efficient.
8. Prepares and posts schedules and time sheets for personnel, making adjustments to work schedules as needed.
9. Attends meetings and performs related work as required.

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: balancing, bending, stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to heat, noise, hazards and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High school diploma or its equivalent.
2. Minimum of two (2) years of food service experience, one of which must have been in the M-DCPS Food Service Program.
3. Successful completion of Cook, Baker, Cashier and Computer Ordering Training classes.
4. Possession of a valid Florida driver's license.
5. Ability to read, write and understand written instructions and communicate effectively.

Prior revision date(s): 07/25/88, 03/22/92, 03/02/01