

Trussville City Schools  
Job Description

- POSITION TITLE:** Cafeteria Assistant Manager
- QUALIFICATIONS:** Graduation from a standard high school or equivalent  
Minimum of 1 years' experience in school nutrition program  
Ability to organize and supervise the work of others  
Valid food handler's card/ServSafe certification and tuberculin test  
Such alternatives to the above qualifications as the Trussville City Schools Board of Education may find appropriate and acceptable
- REPORTS TO:** Cafeteria Manager and CNP Coordinator
- SUPERVISES:** Local School Child Nutrition Personnel
- JOB GOAL:** To assist the cafeteria manager in overseeing and managing the local school food service operation. The job functions include nutrition and menu planning; program accountability; sanitation, safety, and security; equipment use and care; procurement; food production; food acceptability; service; financial management and recordkeeping; marketing; personnel management; and professional development. Partner with others in the local school, school district, and community to solicit support for the development of a sound nutrition food program while following federal, state, and local guidelines.
- EVALUATION:** Trussville City Board of Education Personnel Evaluation Plan
- PERFORMANCE RESPONSIBILITIES:**
1. Assists the manager in providing an atmosphere that ensures the purpose of the school nutrition program to "safeguard the health and well-being of the nation's children."
  2. Assists the manager in ensuring all meals served meet current nutritional standards and meal pattern requirements, including children with special diet needs.
  3. Assists the manager in maintaining nutrition integrity of the school nutrition program through implementation of Dietary Guidelines of America
  4. Assists the manager in maintaining integrity and accountability of the school nutrition program through compliance with all federal, state, and local regulations.
  5. Assists the manager in ensuring accountability of recorded documentation for compliance with federal, state and local regulations.
  6. Assists the manger in providing an environment conducive to protecting the health and well-being of the school's children through high levels of sanitation standards.
  7. Assists the manager in providing a safe environment for performance of work.

8. Assists the manager in providing leadership to ensure a secure work environment during an emergency or crisis.
9. Assists the manager in establishing administrative responsibility for all foodservice equipment through proper use and care.
10. Assists the manager in operating the school nutrition program to ensure that proper receiving procedures and storage techniques are followed.
11. Assists the manager in conducting the procurement process within the boundaries of federal, state, and local school purchasing guidelines to protect the integrity of the school nutrition program.
12. Assists the manager in applying management principles to establishing and maintaining high standards of control for quality food production and distribution.
13. Assists the manager in ensuring the school nutrition program creditability through daily monitoring of food production procedures.
14. Assists the manager in maintaining an operation that responds to students' food preferences.
15. Assists the manager in developing standards of excellence for providing and maintaining quality in the presentation and service of food.
16. Assists the manager in providing leadership to ensure school meals will be served in a pleasant facility and by a courteous staff.
17. Assists the manager in operating school nutrition program within established guidelines for a financial management system that provides a cost-effective program of high integrity
18. Assists the manager in organizing and managing the business functions of the school foodservice office to maintain an efficient and effective organization.
19. Assists the manager in providing leadership that promotes the school nutrition program and creates an interest in the role of the school nutrition program in the school and community.
20. Assists the manager in managing the school nutrition program staff according to all federal, state, and local district employment laws, policies, and regulations.
21. Communicates effectively with both supervisor, manager, and other employees.
22. Assists the manager in providing leadership that focuses on reorganizing, understanding, valuing, and effectively managing diversity for maximum productivity.
23. Assists the manager in integrating standards for evaluating employee performance into the overall management of the school nutrition program.
24. Assists the manager in providing leadership that sets high professional standards for the school nutrition program and employees.
25. Assumes the position of the manager when the manager is absent.
26. Wears the appropriate uniform provided by the Trussville City Board of Education on a daily basis.
27. Assumes responsibility to perform any work that is assigned by the Superintendent, CNP Coordinator, CNP manager, or their designees.

Approved: August 5, 2013