

*** Job Title** Assistant Cafeteria Manager

*** Job Type** Classified - Position - Child Nutrition - Cafeteria Manager / Assistant Manager

*** Job Type SUMMARY:**
Description

Terms of Employment: 7.5 hours per day 185 days

LOCATION(S): HB Middle School and North Star Elem

REPORTS TO: Nutrition Services Manager, Specialist and Field Operations Manager

PRIMARY FUNCTION: In cooperation with the Field Operations Manager, to be responsible for leadership and management of the kitchen or kitchens, in terms of supervising employees, equipment and food quality, and is the point of contact between students and school personnel.

PERFORMANCE RESPONSIBILITIES:

1. Request food, supplies, and equipment, through Food Service Manager, check, verify and sign all delivery slips and invoices.
2. Assist in supervising all food preparation to maintain high standards of quality, flavor, and merchandise for optimum eye appeal.
3. Maintain quality and quantity control through use of standardized recipes.
4. Instruct and supervise staff on portion control, food production, customer service, safety, and sanitation.
5. Assist in ordering, receiving, moving, and storing food service food and supplies in accordance with proper standards and procedures.
6. Maintain high standards of health, sanitation, and safety as required by the Division of Public Health and district HACCP Policy.
7. Instruct and supervise personnel in the safe, proper, and efficient operation, care, and maintenance of equipment.
8. Assist in preparing and maintaining records and inventories of food, equipment, and commodities as required by Nutrition Services.
9. Assist in maintaining accurate daily records of meals, milk, a la carte, bank deposits, time sheets, and all other required records.
10. Perform such other tasks and assume such other responsibilities as needed or as the manager may assign.
11. Establish, in the interest of good public relations, a healthy, co-operative relationship with building principal, staff, students, and all to whom or from whom services are rendered or received.
12. Participate in preparation, serving and clean-up as needed.

QUALIFICATIONS:

***Test is part of the application process.**

Required Education Level:

- GED
- High School Diploma

MINIMUM:

1. Completion of six units (previous program) or four units (new program) of State School Food Service training under the sponsorship of the Department of Education or Associate degree in a related field or willingness to compete ASAP.
 2. Knowledge of or willingness to learn requirements for USDA Meal Pattern as specified by the USDA Child Nutrition Program.
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3. Computer experience, knowledge of Microsoft Office and Excel required. PCS preferred.
4. Demonstrate skill in personnel relations and aptitude for successful performance of the above duties. Possess the physical ability to lift 50 lbs. to perform the above responsibilities.
5. Serv-Safe Certification.
6. Previous food service management preferred.
7. Demonstrated good attendance record (school or employment).

To Apply:

District Applicants:

Completed Online Internal Transfer Application via Join Delaware Schools

https://transfer.joindelawareschools.org/ats/trans_login?COMPANY_ID=WA000183

Letter of Interest

Resume'

Please Be Advised: The Reported Time employment status is not eligible for the Internal Transfer Application; this status requires the "Standard Application" to apply for all positions.

Non-District Applicants:

Completed Online Application via Join Delaware Schools

https://apply.joindelawareschools.org/ats/app_login?COMPANY_ID=WA000183

Letter of Interest

Resume'

Three letters of reference

The posting will close at 11:59p on 7/13/2017.

CONTACT INFORMATION:

Jessica Terranova, Manager of Nutrition Services

jessica.terranova@redclay.k12.de.us

302-992-5580
