

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title _____ Kitchen Assistant Manager, Senior High School _____

Supervisor's Title _____ Kitchen Manager, Senior High School _____

Date Prepared _____ 3/97 _____ **Date Reviewed** _____ 3/99 _____ **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** _____

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Prepares and assists in the preparation of all food items required. Maintains continuity of kitchen activities in absence of manager. Accounts daily, for money and supplies used in the cafeteria. Works with students involved in the Federal Lunch program. Maintains and rotates inventory in freezers and storage room. May supervise up to 20 people during production.

Essential Functions

Cooks and serves food. Prepares the salad bar, keeps the supply room in order, prepares and posts menus. Supervises and coordinates the activities of workers and students under the direction of a daily manager. Handles laundry chores and cleanup. Rotates department responsibilities with manager. Typical duties which may be assigned to the assistant manager include: preparing the salad bar, keeping the supply room in order, deep fat frying, etc. Maintains continuity of kitchen activities in absence of manager.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

The individual must have working knowledge of cafeteria procedures and the ability to assess where additional help is needed. This individual operates kitchen equipment, laundry machines and dishwashers. Needs to be certified in ServeSafe and monitors others compliance.

Minimum Entrance Requirement for Training

High school diploma or equivalent.

Minimum Entrance Requirements for Prior Experience

One year of job related experience, with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Authority is required in this job and individual is accountable for job performance. There are some responsibilities in making change and taking tickets. The safety of others is of much concern. This position requires some public relations.

Interaction with Others (Non-Supervisory)

Works with principal, secretary, students, and parents.

Supervision

Maintains continuity of kitchen activities in the absence of the manager. No supervision on a regular basis.

Working Environment

Standard kitchen working conditions with exposure to heat, cold, poor ventilation, humidity, and slippery floors. The flow of work is fairly steady although jobs vary from day to day. Considerable pressure to meet food preparation deadlines.

Physical Demand Characteristics

The job involves frequent handling of lightweight materials. Most objects weigh less than 50 lbs. Constantly standing on feet.