



# Pickens County Schools

## Job Descriptions

### **FOOD SERVICE ASST. MANAGER**

**Title/Position:** Food Service Assistant Manager

**Retirement:** Teacher Retirement System of Georgia OR Public School  
Employee Retirement System

**Terms of Employment:** 185 Days

**Salary:** Classified Salary Schedule Grade B (Starting pay \$14.00/hour)

**Reports to:** Food Service Manager & Director of School Nutrition

**Qualifications:**

1. High School Diploma or GED
2. Must be able to perform tasks involving moderate lifting, carrying, pushing and pulling.
3. Must be willing to learn duties of Food Service manager to provide assistance.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### **RESPONSIBILITIES**

- Assists cafeteria manager with supervision of employees and record keeping.
- Must complete all requirements for employment: fingerprint at local Sheriff's department, drug and alcohol free workplace statement, I-9 certification, code of conduct statement, worker's compensation statement of understanding and other required paperwork.
- Must be ServSafe certified.
- Completes 30-hour Orientation for Nutrition Employees (ONE) within one year of employment.
- Attends other training as required by the Pickens County School Nutrition Program.
- Prepares school meals using standardized recipes and following sanitation and safe food-handling practices.
- Serves school meals following guidelines for portion sizes and safe temperatures.
- Follows work schedules for preparation, serving and cleaning as assigned by manager.
- Follows safety practices including: wearing skid-resistant shoes, use of cut-resistant glove while using knives or blades, use of back support while lifting over 25# and safe use of food service chemicals.
- Exhibits pleasant, cheerful and helpful attitude toward, students, school staff and fellow employees.
- Follows federal and state laws, as well as Board policies.
- Performs other related tasks assigned by the Principal and other district administrators as designated by the Superintendent.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Non-Exempt