

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Nutrition Services Assistant Manager Job Description

Reports to: Nutrition Services Cafeteria Manager

Status: Nonexempt

Primary Purpose:

Responsible for the supervision, training and management of the campus school nutrition operation. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by school menu requirements established by the School Nutrition Department. Meet health codes promulgated by city and state agencies. Responsible for assisting in maintaining a safe and sanitary environment in the workplace.

Qualifications:

GED/High School Diploma and completion of Region 4 Nutrition Services Managers Academy.

Experience: Two years management experience

Duties:

1. Develop work schedules, assign work to campus food service workers, and oversee completion of duties.
2. Maintain all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures.
3. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.
4. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
5. Perform other duties as assigned

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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Job Description

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____