



# BUFORD CITY SCHOOLS

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## SCHOOL NUTRITION ASSISTANT MANAGER

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### **Employment Terms**

- 187 days

### **Reports To**

- School Nutrition Manager

### **Required Training and Experience**

- High School Diploma or GED
- One year of experience as a food service worker in the School Nutrition Program or some related food service.
- 150 hours of core training-in-depth course work or is in process of completing it at a rate of 30 hours per year.

### **Primary Function**

- The School Nutrition Assistant Manager shares the responsibility for the operation of the School Nutrition program consistent with all local, state, and federal program requirements in the Manager's absence.

### **Responsibilities / Duties**

- Assumes responsibility for the program in the absence of the School Nutrition Manager.
- Assumes responsibility for a portion of record keeping as directed by the manager.
- Keeps accurate and up-to-date records of all required and financial accounts and submits reports on schedule.
- Requests all food supplies according to local policy.
- Supervises the proper receipt, storage and use of all products purchased through the program.
- Implements collection and accountability procedures for meals, milk and other foods served as required by Free and Reduced Meal policy and reporting requirements.
- Supervises the maintenance and operation of all food service equipment.
- Maintains certification with the American School Food Service Association.
- **Performs other duties as assigned.**



# BUFORD CITY SCHOOLS

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## SCHOOL NUTRITION CASHIER/FOOD ASSISTANT

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### **Employment Terms**

- 183 days

### **Reports To**

- School Nutrition Manager

### **Required Training and Experience**

- High School Diploma or GED
- Experience in quantity food service or an equivalent combination of training and experience is desirable.

### **Primary Function**

- The School Nutrition Cashier is responsible for the collection and count of all meals served to students/faculty/guests.
- The School Nutrition Food Assistant is responsible for the preparation and distribution of food to the children under the supervision of the Nutrition Manager.

### **Responsibilities/Duties**

- Collects cash for meals served to students.
- Counts meals served for filing a claim for reimbursement.
- Completes appropriate reports such as: charges/prepays; daily sale of supplemental foods; daily cash report; cash income report; and daily record of meals served.
- Helps in food production and cleaning when financial or collection tasks are complete.
- Maintains certification with the American School Food Service Association.
- Observes specified work hours.
- Notifies manager of absence.
- Understands the purpose of the School Nutrition Program.
- Assumes responsibility for food preparation, service, cleaning, and storage.
- Learns how to prepare all foods used in the School Nutrition Program.
- Follows work schedules as assigned.
- Follows standardized recipes.
- Operates and maintains all equipment.
- Uses standard serving tools or gloves and follows good serving procedures.
- Assists in setting up steam table – supplies food to steam table during meals.
- Follows standards of safety in preparing, storing, and serving food.

- Assists in taking inventory.
- Performs any tasks necessary in the cleanup of the kitchen.
- Participates in carrying out promotion of special school and community activities.
- Performs related work as required.
- Participates in activities that will promote the School Nutrition Program.
- Practices acceptable health and work habits.
- Maintains high standards of conduct.
- Exhibits pride in work by producing quality products served attractively, neatly and in best possible sanitary method.
- Attends job-related training classes and workshops.
- Maintains certification with the American School Food Service Association.
- **Performs other duties as assigned.**



# BUFORD CITY SCHOOLS

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## SCHOOL NUTRITION MANAGER

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### **Employment Terms**

- 187 days

### **Reports To**

- Nutrition Director; Principal

### **Required Training and Experience**

- High School Diploma or GED
- One year of experience as a food service worker in the School Nutrition Program or some related food service.
- 150 hours of core training-in-depth course work or is in process of completing it at a rate of 30 hours per year.

### **Primary Function**

- The School Nutrition Manager assures that the School Nutrition program operates consistent with all local, state, and federal program requirements.

### **Responsibilities/Duties**

- Provides on-the-job training and supervision for all employees in all areas of operations.
- Establishes written duties and work schedules for all employees.
- Provides instructions on preparation techniques, portion control, scheduling of equipment, and all other related areas.
- Instructs employees regarding the policies of the School Nutrition Program and sees that policies are enforced.
- Evaluates employee performance annually.
- Involves the principal, teachers, parents, and students in activities related to the School Nutrition Program to improve program management and understanding for the benefit of students within the school.
- Discusses program goals regularly with employees.
- Carries out recommendations of director and/or state consultant to improve program management.
- Keeps accurate and up-to-date all required records and financial accounts and submit reports on schedule.
- Totals and balances Daily Food Service Report.
- Maintains desirable standards of personal hygiene, conduct, sanitation, and operation among all employees.

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- Requests all food and supplies according to local policy, maximizing competition between vendors and utilizes product standard to contain cost and improve quality.
- Supervises the proper receipt, storage, and use of all products purchased through the Program.
- Maintains a safe environment; reports all accidents and emergencies to the principal and school nutrition director immediately.
- Attends monthly managers' meetings with the Director. These meetings are a required part of the manager's job duties.
- Maintains high food standards through the supervision of employees in the use of standardized recipes, procedures, and techniques.
- Implements collection accountability procedures for meals, milk, and other food services as required by the Free and Reduced Meal Policy and reporting regulations.
- Supervises all aspects of food service and assists as necessary.
- Supervises the maintenance and operation of all food service equipment.
- Makes recommendations on equipment needs or requests for new equipment to principal and/or director.
- Plans menus for high student acceptability according to basic principles of menu planning using student help in menu planning especially where participation is low or plate waste is high.
- Plans menus that meet all requirements and recommendations set forth by the United States Department of Agriculture using available tools.
- Serves as a resource to faculty in nutrition education activities.
- Makes plans and uses the School Nutrition Program as a learning laboratory to support classroom activities in nutrition education.
- Merchandises food and cafeteria facilities to encourage participation in the School Nutrition Program.
- Maintains a file of standardized recipes and instructs school nutrition personnel in their use.
- Participates in a two-way communication system with the individual school and nutrition program staff.
- Operates the School Nutrition Program with positive net worth by controlling food costs through planning and purchasing.
- Directs preparing and serving of meals for special functions and community activities.
- Maintains certification with the American School Food Service Association.
- Communicates concerns to School Nutrition Director about policies and procedures relating to all school nutrition employees.
- Assumes responsibility for security of all food, supplies, equipment, etc. in the unit.
- **Performs other duties as assigned.**