

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	Cafeteria Manager Assistant	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Cafeteria Manager	<b>Pay Range:</b>	430
<b>Dept./School:</b>	Assigned Campus(es) Food & Nutritional Services	<b>Date Revised:</b>	03/24/23

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**Primary Purpose:**

Assist the Food & Nutritional Services (FANS) Manager with the supervision, training and management of the campus food service operation. Ensure that appropriate quantities of food are prepared and served in a safe, friendly and courteous environment; adhere to requirements set forth in the Child Nutrition Program, as well as, local, state and federal regulations; and, oversee preparation and ordering of food products for all service lines.

**Qualifications:**

**Education/Certification:**

- High school diploma or equivalent (required)
- Complete and maintain an accredited sanitation course certification
- Complete manager training requirements
- Twelve hours of continuing education annually based on USDA standards

**Special Knowledge/Skills:**

- Cash handling skills and ability to perform routine mathematical calculations
- Knowledge of kitchen equipment, office equipment and various computer applications
- Ability to interact with all people in a courteous and customer service focused manner
- Effective planning and organizational skills
- Knowledge of basic principles of quality cooking

**Experience:**

- One year of public school food service experience or three years of food service operation management

**Major Responsibilities and Duties:**

**Compliance and Program Accountability**

- Prepare and maintain production records that reflect an accurate report of planned meals, food produced and food discarded
- Maintain accurate on-site reports of daily and monthly financial, production and activity records

**Job Title:** Cafeteria Manager Assistant

Input work orders for equipment maintenance needs and ensure work orders are completed in a timely manner

**Personnel Management**

Assist manager with preparation of daily work schedules to ensure proper scheduling of employees for efficient operations

Manage employees at the school site, promoting employee growth, efficiency, morale and teamwork

Provide leadership to ensure school meals are served in a pleasant environment by courteous staff

**Food Production and Procurement**

Maintain all serving schedules; ensure that all food items are served per menu specifications in a safe and appropriate manner according to departmental guidelines

Responsible for presenting quality food in an attractive manner

Assist with ordering food and supplies according to department schedules

Ensure proper food items are on hand to prepare published menu

**Sanitation, Safety and Security**

Maintain food production that ensures the safety and quality of food per departmental guidelines and Plano Health Department requirements

Ensure that food items are stored in a safe and hazard free environment

Maintain a sanitary environment following food service and city health department codes and regulations

Maintain a safe and hazard-free working environment

**Professional Growth and Development**

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

**Supervisory Responsibilities:**

Assist Cafeteria Manager in the supervision and performance evaluation of all FANS Specialist/Cashiers on the campus site

**Equipment Used:**

Large and small kitchen equipment to include, but not limited to, electric slicer, institutional mixer, pressure steamer, sharp cutting tools, ovens, dishwashers, food utility carts and computer

**Working Conditions****Mental Demands:**

**Job Title:** Cafeteria Manager Assistant

Work with frequent interruptions. Maintain emotional control under stress; able to learn and apply new methods in all areas; initiator; makes suggestions for improvements.

**Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds; moderate exposure to extreme hot and/or cold temperatures; excessive humidity, dampness or chilling; excessive noise, intermittent; fumes, smoke, or gases; solvents (degreasing agents); grease and oils; work around machinery with moving parts; work around moving objects; work with hands in water

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 03-24-23

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_