

General Description:

- **Goal:** Supports Food Services Director in all aspects of food services including but not limited to ordering, receiving, researching, labeling, maintaining, documenting, cooking, cleaning, budgeting, purchasing, maintenance, and all equipment.
- **Overview:** responsibilities include support management of general food services to students and school personnel and maintaining food service facilities in a safe and sanitary condition.
- **Employed by:** Ascension Christian School
- **Responsible to:** Food Services Director
- **Supervises:** Supervises other food services personnel or volunteers as directed
- **Evaluation:** Performance will be evaluated in accordance with provisions of the Ascension Christian School's current policy on evaluation of professional personnel and this job description.
- **Type of Position:** non-exempt (hourly)

Job Skills required:

The purpose of the job is to consistently welcome guests with kindness and a Christian heart. Smiling is required as is a friendly, affable personality. The position requires skills in following directions, critical thinking, problem solving, and basic math operations. Lifting boxes, pots, large cans and other heavy equipment items along with routine stooping, climbing a ladder, long periods of standing and walking, and reaching are required daily. The maximum amount required in lifting is 50 pounds. Constant movement is routine. Must have the mental, emotional, and physical stamina to endure a fast-paced environment. Must be able to endure temperature changes that accompany storing food and stocking food in a cooler and freezer. Must have working knowledge of food services, vendors, purchasing strategies for menus, excellent people skills, and general computer and accounting skills.

Specific Duties

1. Use kindness, a smile, and a Christian heart to greet all incoming guests and staff
2. Abides by the code of conduct and required policies as described in the Employee Handbook
3. Prepares a variety of main dishes and accompanying menu items including sauces, soups, meats, and vegetables, etc.
4. Prepares or assists in the preparation of food items for on-site serving including sandwiches, salads, vegetables, fruits, and other side dishes
5. Bakes a variety of bread and pastry items including rolls, muffins, cakes, cookies, and various breads
6. Prepares and bakes a variety of foods according to defined recipes and within established time constraints
7. Serves food in specified portions to meet mandated nutritional requirements
8. Arranges food and beverage items efficiently for service
9. Prepares condiments, straws, and beverages for the serving line
10. Assures that every plate has the required food items to qualify for a reimbursable meal
11. Prepares leftover foods and stores as required
12. Assists in receiving, storing, and securing all foods
13. Assists in assessing adequate inventory of all foods
14. Maintains assigned work areas and serving counters in a clean, neat, orderly and sanitary condition, and disposes garbage

15. Operates and cleans a variety of food service equipment and machines including warmers, stove, ovens, steamers and mixers, etc.
16. Scrubs, sanitizes and stores pots and pans, utensils, trays and dishes
17. Cleans and sanitizes work areas, kitchen, and cafeteria facilities as required for daily use
18. Assists other personnel as required for the purpose of supporting them in their completion of their work activities
19. Assists in clean-up of serving counters, salad bar, cooler, kitchen, ice machine, and cafeteria as required
20. Maintains licenses and certifications to meet the requirements of the Board of Health
21. Any other duties as assigned by the Food Services Director, Campus Administrator/Superintendent/Pastor of HOF- or designee(s).

Evaluation of Specific Duties

Periodic evaluation of specific duties will assist in the continued development of Food Services and the required responsibilities to assure consistency with job description and performance. The evaluations are to provide feedback to both the employee and management regarding any changes, training, or requests improvements that need to be made. These evaluations are directly related to pay increases.

Education and Certification Requirements

The Food Services Assistant Manager requires a high school diploma or equivalent. ServSafe Food Safety Manager Certification is required. Experience working in a commercial kitchen is required. Experience in an educational setting is a plus.