## Leon County Public Schools Classification Specification

Salary Grade 34

#### **Summary Information:**

Classification Title: Assistant Manager, School Cafeteria

Date Prepared: 04/2003

FLSA Status: Non-Exempt

#### **Typical Decisions and Recommendations Provided to Others:**

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

### **Activity Identification**

Activity	Activity Name				
460	Menu Planning	Plan menus and food needs. Standardize recipes and food specifications.			
466	Food Service Delivery	Prepare, set up, and serve food.			
480	Receive and Store Goods	Process incoming goods (including capital equipment) from vendors. May include maintaining warehouse or stockroom.			
481	Inventory Control Audit	Conduct periodic, perpetual and/or annual inventory of materials, supplies, food, etc. in the warehouse or stockroom.			
461	Food Service Reports	Prepare federal, state, and local reports on food service activities.			
341	Cash Receipts	Receive cash payments. Balance and close cash drawers or registers.			
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.			
999	Assigned Duties	Perform other duties as assigned.			
General	l Classification Specification Fa	ictors:			
Education/Experience:		High School Diploma or equivalent and no related experience required			
Supervisory Responsibility:		Yes			
Type of Supervision:		Supervision is typically <u>part-time</u> with respect to instructing, assigning and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.			

Effective Date:

07/01/2003

# Leon County Public Schools Classification Specification

## **Skill Identification**

	<b>.</b>	Not
Managerial/Supervisory Skills	Important	Important
		Х
Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		Х
Policy Development		Х
Controlling Expenses		Х
Coordinating Resources	Х	
Decision making	Х	
• Delegation	Х	
Individual/group leadership		Х
• Interpersonal (working with groups)		Х
Knowledge of Business/organizational systems		Х
• Negotiating and/or persuading others to take action		Х
Promoting safety	Х	
Supervising, coaching and developing employees		Х

		Not
Office Skills	Important	Important
		Х
Checking grammar/punctuation		
• Filing		Х
Perceiving detail in checking information/forms	Х	
Reading comprehension (high school level)	Х	
Operating word processing software		Х
• Operating a computer terminal for data entry		Х
Operating automated spreadsheet software		Х
Scheduling appointments and/or travel		Х
Taking and distributing messages	Х	
Taking dictation and meeting minutes		Х
• General mathematical - adding, subtracting, multiplying, etc.	Х	

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		Х
• Advanced math - algebra, statistics, geometry		Х
• Architecture		Х
• Bookkeeping		Х
Computer operations		Х
Computer programming		Х
Contract interpretation		Х
• Craft skills (electrical, etc.)		Х
Drawing-figures/drafting		Х
• Engineering		Х
Graphic arts		Х
• Landscaping		Х
Good Judgment	Х	
Work standards	Х	
• Integrity	Х	

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# Leon County Public Schools Classification Specification

## Skill Identification (cont.)

Communication Skills	Important	Not Important
	•	X
• Oral communicationexchanging or expressing ideas by means of the spoken word		
Presentationstransmitting information in a formal setting		Х
• Foreign communicationusing a language other than English to communicate in writing or orally		Х
• Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc.		Х
• Editing written documents for content		Х
• Reading comprehension - understanding technical or scientific blueprints and charts		Х
Public speaking		Х

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Physical Demands	Important	Important
	Х	
Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching		
• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder	Х	
• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms	Х	
Color - Match or discriminate colors	Х	
• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)	Х	
• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips	Х	
• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)	Х	
• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound	Х	
• Lifting - raising or lowering an object from one level to another (includes upward pulling)	Х	
• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)	Х	
• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)	Х	
• Reaching - extending the hands and arms in any direction	Х	
• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people	Х	
• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight	Х	