Leon County Public Schools Classification Specification

Salary Grade 30

Summary Information:

Classification Title: Assistant Manager, Central Kitchen Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity I	Name	
466	Food Services Delivery	Prepare, set up, and serve food.
460	Menu Planning	Plan menus and food needs. Standardize recipes and food specifications.
462	Food Program Compliance	Prepare federal, state, and local reports on food service activities.
461	Food Service Reports	Prepare federal, state, and local reports on food service activities.
465	Food Services Operations Management	Coordinate and administer the preparation of food and operation of cafeterias.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority.)
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
755	In-service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or

High School diploma or equivalent with five years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time 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 little or no responsibility for controlling costs and enhancing methods for

performing work activity.

Effective Date: 07/01/2003

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Skill Identification

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

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

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

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Skill Identification (cont.)

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

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