

Leon County Public Schools Classification Specification

Salary Grade 32

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 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 Classification Specification Factors:

Education/Experience: High School Diploma or equivalent and no related experience required

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