

Leon County Public Schools Classification Specification

Salary Grade 29

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 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