

# Southeast Technical Institute

Sioux Falls School District 49-5

## JOB DESCRIPTION

### Food Service Assistant Manager

<b>Department:</b>	Operational Services and Finance	<b>Job Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Food Service Manager
<b>Grade/Level:</b>	Southeast Technical Institute Employment Contract Group. 210 Day Employment Contract Salary Schedule: Level D.	<b>Amount of Travel Required:</b>	Approximately 10% for off campus duties and vendor relations
<b>Work Schedule:</b>	Monday through Friday, 7:30am-5:00 pm or as needed.	<b>Positions Supervised:</b>	<ul style="list-style-type: none"><li>• Part-time workers</li><li>• Student Workers</li></ul>
<b>Prepared By Name:</b>	Southeast Technical Institute Human Resources Staff	<b>Approved By Name:</b>	Rich Kluin
<b>Prepared By Title or Dept:</b>	Southeast Technical Institute Human Resources Department	<b>Approved By Title or Dept:</b>	Vice President, Finance and Operations
<b>Prepared By Date:</b>	July, 2017	<b>Approved By Date:</b>	July, 2017

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#### POSITION SUMMARY

Under the direct supervision of the Food Service Manager, this individual is responsible for the duties of Southeast Technical Institute's campus food service operations, and training/supervision of its staff. Assist with financial aspects of food service operations, recordkeeping, and health code compliance.

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## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to effectively perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Essential Functions Statement(s):**

#### ***Facilities Management:***

- Assist with implementing and monitoring all serving schedules and food service procedures according to menu specifications.
- Assist with standard menu and its revisions.
- Cater events on and off campus including set up, serving, and clean up.
- Order and receive supplies, maintain, and record inventory.
- Process daily cash transactions to include daily count/balance cash register, and preparing bank deposits.
- Process invoices, records, and reports of all cafeteria services.
- Assist manager with producing and maintaining work schedules and production records.
- Perform other assigned responsibilities, duties, and tasks assigned by the manager, or in the manager's absence, according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

#### ***Personnel Management:***

- Attend and participate in the selection, training, supervision, and evaluation of food service workers, and make recommendations to the Manager as appropriate.
- Assist with preparing weekly staffing schedules, assign and direct work of food services personnel.
- Monitor daily staff activities in kitchen and customer areas, and provide feedback to the manager.
- Resolve employee related issues including conflict resolution strategies, employee performance, schedule change conflicts and special serving requirements.

#### ***Policies and Procedures:***

- Promote food production safety standards that are of the highest quality according to policies, procedures and department requirements.
- Assist manager with the completion and maintenance of daily and monthly financial, production and activity records related to Southeast Technical Institute's finance and budget policies.

#### ***Safety/Sanitation:***

- Implement safe and hazard-free work environment that complies with high standards of cleanliness, health, safety and sanitation.
- Clean, breakdown, and sanitize equipment.
- Train and monitor employees in safe and proper use of equipment, facility techniques, sanitation procedures, and cleaning methods.

#### ***Inventory, Equipment and Supplies:***

- Assist with effective inventory strategies that ensure quantities of food and supplies are readily available and are accounted for.
- Assist with periodic review of equipment repairs/replacements and supplies inventory needs.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Adaptability - Ability to adapt to change in the workplace.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Sales Ability - Ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

## **SKILLS & ABILITIES**

**Education:** Completion of high school/GED. Associates degree in food service or related degree preferred.

**Experience:** Two years of food service management related experience required. Knowledge of equipment used for high quality, high volume food production.

### **Computer/Equipment:**

- Use office machines such as telephones, copiers; ten-key calculators; and cash register.
- Excellent computer skills in Microsoft Office and Outlook.
- Excellent skills with use of large and small kitchen equipment
- Ability to learn purchase order software products.

**Certifications:** ServSafe Certification preferred. If certification is needed, must have ability to attain post-employment with the first year of employment.

**Other Requirements:**

- Post-offer criminal background check required.

**PHYSICAL DEMANDS**

<u>Physical Demands</u>		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)	<u>Push/Pull</u>	F (Frequently)
Crawl	O (Occasionally)	12 lbs or less	O (Occasionally)
Squat or Kneel	F (Frequently)	13-25 lbs	O (Occasionally)
Bend	F (Frequently)	26-40 lbs	O (Occasionally)
		41-100 lbs	O (Occasionally)

- N (Not Applicable)* Activity is not applicable to this occupation.
- O (Occasionally)* Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)* Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)* Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

Talking

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.

Sense of Touch

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture.
- Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

**WORK ENVIRONMENT**

Work with frequent interruptions common in fast food/cafeteria environment. Regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Moderate exposure to extreme hot and/or cold temperatures; excessive humidity, dampness or chilling; excessive noise, intermittent; fumes, airborne particles, smoke, or gases; solvents (degreasing agents); grease and oils; work around machinery with moving parts; work around moving objects; work with hands in water. Risk of electrical shock.

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**EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION****EMPLOYER STATEMENT**

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

**EMPLOYEE AUTHORIZATION**

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_