

Harlem Consolidated School District #122

Job Description
HHS/HH9/HMS
Food & Nutrition Services
Assistant Manager

Supervisor: Director of Food &
Nutrition Services
Building Principal
Kitchen Manager

FLSA Status: **Non-Exempt** **Employee Group:** **At-Will**

Qualifications:

1. High School Diploma or equivalent
2. Illinois Food Service Sanitation Certification required
3. Intermediate mathematical and computer skills required (WORD and EXCEL desirable)
4. Ability to relate positively to staff and students
5. Manual dexterity, stamina, ability to work with chemical cleaning agents, and strength to lift and carry objects weighing up to 50 lbs.

Terms of Employment:

- Nine (9) month contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Review inventory and consolidate requisitions for food and non-food supplies needed.
2. Plan and order weekly quantities of food and non-food supplies.
3. Monitor and/or follow approved receiving procedures of food and non-food supplies; check invoices and report discrepancies as instructed.
4. Assist kitchen manager with her/his responsibilities as needed or in the event of absence.
5. Follow prescribed housekeeping and safety procedures to ensure that sanitary and safest conditions are met with regard to health department and USDA program regulations.
6. Participate in staff meetings, workshops, food shows and ILSNA conferences.
7. Follow prescribed procedures to protect the anonymity of students who qualify for free and reduced meals.

8. Maintain positive working relationships and demonstrate respect for students, staff and parents.
9. Assist with in-district catering
10. Participate in routine cleaning and sanitizing kitchen equipment and supplies.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.