

Immanuel Baptist Church

Immanuel Christian School

Immanuel Café

Position Title: Assistant Cafeteria Manager, Direct supervision of cafeteria employees

Reports to: Immanuel Café Director

Date Prepared: May 1, 2024

Salary Range: Based on applicants Experience

SUMMARY:

Daily duties in kitchen operations: Assist in purchasing of food and supplies, meal preparation, serving and selling of meals and food items. Supervise the cleaning of the kitchen and serving areas. Must be able to multi task and work in a fast pace work environment working on a work schedule of duties daily. The employee is required to drive a vehicle to pick up food and supplies as needed.

EDUCATION and/or EXPERIENCE and LICENSE:

High School Diploma or general education degree (GED)

Must have a current Manager Food Handler Card.

Five years of experience in quantity food preparation service and kitchen maintenance in a commercial, institutional or school food service facility.

Valid Texas drivers' license and good standing driving record.

Must know & have the ability to use a computer for cashiering software, use of Office (Word, Excel, Internet, emails and records)

Must be able to perform administrative duties in purchasing, finances and cashiering. Must have 5 years' experience working with food menu planning, purchasing, preparing food, equipment maintenance. Knowledge of enforcing local City Health and sanitation requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in supervising and training food service staff.

- Assist and supervises and participates in the preparation, cooking, clean-up, and service of food for students.
- Must be able to prepare or assist in the meal preparation following a predetermined menu.
- Assists and coordinates food production including adjustment of food quantities of food for daily food preparation, ensuring good quality standards, including portion control, appearance and taste.
- Prepares food and supply inventories and places orders as required
- Checks goods received against requisitions and invoices
- Directs in maintaining the kitchen, serving and dining areas in a neat, clean, safe and sanitary condition following approved housekeeping and safety practices
- Initiates requests for equipment and maintenance repairs
- Assist in preparing records and files
- Assist in closing cashiering point of sale computers and balance end of the day monies,
- Assist in managing special events requested by church and school administration.
- Must be able to work flexible hours as needed.

LANGUAGE SKILLS: • Ability to speak, read, write, in English and communicate in Spanish as needed. Must be able to comprehend detailed instructions, short correspondence, and memos • Ability to write simple correspondence • Ability to effectively present information in one-on-one and small group situations to customers, staff, and other employees of the organization.

MATHEMATICAL SKILLS: • Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's • Ability to convert recipes, calculate using arithmetic computation and measurements • Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: • Ability to apply common sense understanding to carry out detailed but basic written or oral instructions • Ability to deal with problems quickly involving variables in unique as well as standardized situations.

OTHER SKILLS and ABILITIES: • Ability to perform job and communicate in a noisy environment • Ability to establish and maintain effective working relationships with students, staff and the community • Ability to perform duties with awareness of all district requirements.

PHYSICAL DEMANDS: While performing the duties of this job, employee is frequently required to walk and stand, bend and lift up to 30 lbs. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register and/or food server.