



Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Paula Crew
Superintendent

Denise L. Robinson
Treasurer

ANNOUNCEMENT OF VACANCY FOR THE 2025-2026 SCHOOL YEAR Internal Posting Only

Child Nutrition Assistant Manager Tecumseh Middle School

<u>Posting Date</u>	<u>Application Deadline</u>	<u>Beginning Date</u>
April 24, 2025 3:00 p.m.	April 28, 2025 3:00 p.m.	2025-2026 school year

Qualifications: High School Diploma or equivalent;
Math Skills;
Previous food service experience preferred;
Serve Safe certified, preferred;
Complies with drug-free workplace rules, board policies and administrative guidelines/procedures;
Must pass BCI/FBI Criminal Background Check;
Demonstrates a sincere desire to aid all students; and
Good health, high moral character and good attendance.

Required Application Materials: Letter of interest;
Current Resume;
District classified application form;
Signed criminal history check authorization form; and
Signed release of employment information authorization form.

*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.
Internal applicants need only submit a letter of interest and a current resume.*

Mail or deliver the requested materials to: Mrs. Anne Carter, CNS Supervisor
9830 W National Road, New Carlisle, Ohio 45344
Phone: (937) 845-4519
Email: anne.carter@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

Learning for All ~ Whatever it Takes!

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	FOOD SERVICE ASSISTANT MANAGER	File 806A
Reports to:	Head Cook/Building Manager, Food Service Supervisor and District Production Manager	
Job Objective:	Directs the preparation of food. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma or GED. Post-secondary food service training or work experience is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and all board policies.• Keeps current with technology and other workplace innovations that support job functions.• Successful completion of a board-approved sanitation/food safety course.• Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.• Accounting skills and the ability to accurately compute and record mathematical data.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Supervises food preparation activities. Addresses issues that arise during the absence of the food service supervisor and production manager. Takes the initiative to perform routine tasks independently.• Keeps the food service supervisor and production manager informed about emerging issues.• Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Evaluates building performance to ensure that the food service program is effective.• Maintains accurate inventory records. Monitors the use of products and supplies to control costs and reduce waste. Advises the food service supervisor about the need for additional supplies.• Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock.• Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.• Promotes professionalism. Trains food service staff in procedures to effectively accomplish assigned duties. Shares knowledge about advances in operational procedures and equipment technology.• Follows published menus. Ensures that lunches meet USDA child nutrition guidelines.• Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.• Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.• Addresses the needs of students with health conditions that necessitate dietary modifications.• Assists other staff as needed to deal with time constraints and unexpected or urgent situations.• Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.• Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc.• Oversees the storage/disposal of leftover food.• Accounts for all lunches.• Helps with special district events (e.g., catering, banquets, etc.).• Helps ensure that the kitchen and storage areas are secured at the end of the workday.• Identifies maintenance needs and notifies the food service supervisor.• Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.• Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.• Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.	

- Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the food service supervisor. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly.
- Duties may require differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general duties and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.