

# Georgia Department of Education Job Announcement

Posting Date: 9/14/18		Apply by: <b>Until Filled</b>	
<b>Position Title:</b> Food Service Worker Supervisor (FFS013)/ <b>Assistant Manager</b>	<b>Location:</b> Georgia Academy for the Blind 2895 Vineville Avenue Macon, GA 31204	<b>Program/Unit:</b> Division of State Schools	
Position #			
<b>Description of Duties:</b> Oversee the preparation of meals from the kitchen to the serving lines, ensuring that the standards of taste, quality, and presentation are met on the serving line at all times; ensure that hot and cold foods are held at the appropriate temperatures during each meal service; ensure that staff are on duty as required for each meal service. Implements proper hygiene standards and trains staff on hygiene standards to minimize contamination. Ensures that production recipes are followed including the use of appropriate ingredients; ensures accurate production totals for all meal services for accurate daily, weekly and monthly reporting. Assists nutrition manager in assigning, supervising, planning, and inspecting work among staff, and provides timely feedback to employees. Assists in all areas of preparation, transportation and serving of food to students. Assists with purchasing of food and supplies as directed. Monitors equipment functions and immediately reports damages or out-of-service issues; schedules and completes sanitation and maintenance inspections as required; monitors the quality of meals and observes adherence to meal schedules. Completes monthly inventory record keeping as needed and/or directed. Serves as supervisor of nutrition staff in the absence of the manager unless otherwise designated. Performs other duties as assigned.			
<b>Important:</b> Nutrition Employees orientation training must be successfully completed in accordance with Georgia Department of Education requirements <b>within one (1) year of hire</b> . Georgia Department of Education Training-in-Depth (TID) core courses (1-4) certification must be obtained <b>within four (4) years of employment</b> . ServeSafe Certification must be obtained within 90 days of employment and remain valid throughout duration of employment [requires renewal every five (5) years].			
<b>Minimum Qualifications:</b> High school diploma or GED AND two years of experience working in the area of assignment, one_ year of which was as a lead worker or supervisor OR One year of experience at the lower level Food Service Worker 3.			
<b>Preferred Qualifications:</b> Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess the following: <ul style="list-style-type: none"> <li>• Must be able to lift 30 lbs.</li> <li>• Three (3) years full-time experience in food preparation and quantity cooking in a full-service restaurant or institutional kitchen; experience in a commercial food operation, one (1) year of which was as a lead worker or supervisor.</li> <li>• Hold or obtain Serve Safe Certification or equivalent within 90 days of employment and keep valid certification throughout duration of employment [requires renewal every five (5) years].</li> <li>• Ability to establish and/or implement sanitary practices for food handling, general cleanliness, and maintenance of kitchen and dining areas.</li> <li>• Ability to prioritize assignments, manage multiple tasks simultaneously, read and follow directions and meet all safety regulations.</li> <li>• Ability to use relevant computer applications.</li> <li>• Strong written and verbal communication and proficient computer skills.</li> <li>• Ability to stand for periods of up to three (3) hours without breaks.</li> </ul>			

- Ability to maintain confidentiality.

**Salary/Benefits:**

Pay grade D - Annual salary range is \$18,611.26 (minimum) to \$31,639.15 (maximum). Salary is based on years of experience. **This is a 10-month position paid on a 12-month basis.** Initial salary will be based on the number of days worked within the current school year. Benefit options include life, disability, dental, vision and health insurance; annual/sick leave and Employees' Retirement or Teacher's Retirement System.

Submit a cover letter, resume and salary history or State of Georgia Application to:

**Kelly Moorman**  
**Georgia Department of Education**  
**Georgia Academy for the Blind**  
**2895 Vineville Avenue**  
**Macon, GA 31204**  
**478-751-6083**  
**Fax: 478-751-6659**  
**kmoorman@doe.k12.ga.us**  
[www.gabmacon.org](http://www.gabmacon.org)

Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those meeting the qualifications may be forwarded to the hiring manager to be considered. Candidates chosen for interviews will be contacted directly. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of applications received, we cannot provide application status information.

It is the policy of the Georgia Department of Education not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.

All persons hired by the Georgia Department of Education are required to verify identity and employment eligibility and must agree to undergo drug screening and a criminal background investigation. The Georgia Department of Education (GaDOE) and each associated State School is a registered participant in the federal work authorization program commonly known as E-Verify. The GaDOE utilizes the program to verify employment eligibility of individuals hired on or after July 1, 2007.

GaDOE Federally-issued User ID#: 46420

Date of Authorization: 07/02/2007

**An Equal Opportunity Employer**