

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Campus Catering Supervisor, Senior	FLSA:	Non-Exempt
Department/Site:	Campus Catering	Salary Grade:	21
Reports to/Evaluated by:	Campus Catering Manager	Salary Schedule:	Classified Management

SUMMARY

Directs kitchen activities and transport operations at a High School and Intermediate School location. Performs a variety of food preparation duties according to planned menus, recipes, and the number of persons to be served. Oversees food preparation and cooks meals in large quantities for various school sites, satellite, snack bar, and campus club locations. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders. Maintains food service records in compliance with state and federal requirements.

NATURE AND SCOPE

Under the general direction of the Campus Catering Manager, typically exercising supervision to a large Campus Catering staff independently accomplishes the job with discretion in carrying out a diverse range of Campus Catering supervisors, cook/baker work, and Campus Catering assistant’s activities. Incumbents may be required to make decisions in the absence of the manager. Positions at this level are required to perform a variety of tasks relative to the operation of high school kitchens, satellite locations, and special event catering. Incumbents monitor Campus Catering staff for efficient work standards in addition to regularly assigned duties. Work relationships with others are frequent with other Campus Catering staff, but rarely extend beyond the department. Work is performed in a commercial kitchen environment with safety considerations such as exposure to heat, extended standing, lifting and stooping. There may be a requirement for travel to other school sites.

DISTINGUISHING CHARACTERISTICS

This position represents the third level of supervision over Campus Catering employees. The District Office Campus Catering managerial level requires additional background to integrate all Campus Catering activities in a multi-department and all school site levels.

ESSENTIAL TYPES OF DUTIES (Examples)

- Plans, prioritizes and assigns work to Campus Catering staff at high school location.
- Participates in the selection of Campus Catering staff. Provides and coordinates training. Works with employees to correct deficiencies and implements discipline procedures.
- Prepares and maintains various records and reports on operations and activities including inventory, personnel, sales, meals served, monies collected, requisitions, daily reports, work schedules and production sheets.

- Recommends and assists in the implementation of department goals and objectives. Implements policies and procedures.
- Participates in the preparation and administration of assigned budget. Monitors expenditures and makes budget recommendations.
- Monitors the preparation, serving and storage of food to ensure compliance with District and sanitation requirements.
- Monitors the serving of hot lunches to students and teachers. Participates in the preparation of main dishes, baked goods and other food items.
- Ensures timely preparation and delivery of food to satellite locations. Visits satellite locations periodically to resolve problems and make suggestions.
- Assures cleanliness and maintenance of equipment and Campus Catering supplies.
- Inventories and orders food items and supplies.
- Performs a variety of Campus Catering duties as needed to assure timely preparation and service. Operates a variety of kitchen/cafeteria equipment and machines, including slicers, chopper, steamer, mixer, ovens, and dishwashers.
- Follows established menus when possible and revises menus as needed.
- Attends meetings related to the Campus Catering operation.
- Counts money and completes daily reports.
- Performs related duties as required.

QUALIFICATIONS

Knowledge and Skills: Thorough knowledge of institutional quantity food preparation, methods, procedure and service. Considerable knowledge of catering, business record keeping, nutrition, and kitchen sanitation. Sufficient human relations skill to communicate specific information and to achieve harmony in a work setting.

Abilities: Must be able to perform all of the essential duties of the position under general guidance. Demonstrated ability to independently maintain and monitor a kitchen environment. Must be able to understand and follow District Campus Catering policies, procedures, rules and regulations. Must be able to orient and train Campus Catering staff and perform basic book keeping functions and complete mandated Campus Catering reports. Must be skilled in operation of commercial kitchen equipment. Requires the ability to read and understand written directions and recipes and to calculate weights and measurements. Must be able to learn, understand and apply safety and sanitation regulations. Must be able to reconcile daily money transactions and keep records. Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment. Working environment requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds.

Education and/or Experience: High School diploma plus 3 years progressively responsible experience in quantity food preparation. College classes in Menu Design and Safety, Sanitation and Equipment are required.

Licenses and Certificates: Requires valid California Driver's License and current ServSafe Certification.