

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Campus Catering Specialist, Senior	FLSA:	Non-Exempt
Department/Site:	Campus Catering	Salary Grade:	08
Reports to/Evaluated by:	Campus Catering Supervisor	Salary Schedule:	Operations

SUMMARY

Performs routine service-level duties to assist with food preparation, serving and clean up at various snack bars, satellites or school sites.

NATURE AND SCOPE

The specific work assignments may vary among location, however the position carries out routine food preparation duties such as salad and fruit preparation, clean up and exercising judgments involving basic arithmetic. Work is performed under direct supervision from Campus Catering Supervisor or Assistant Supervisor. Work is performed in a commercial kitchen environment with safety considerations such as exposure to heat, extended standing and some lifting and stooping.

DISTINGUISHING CHARACTERISTICS

This position represents the fourth level in the campus catering career ladder. Advancement to Campus Catering Cook/Baker requires additional training or experience as a cook in addition to ability to understand and follow oral and written directions, work independently to determine product variety and quantity, and perform basic record keeping.

ESSENTIAL TYPES OF DUTIES (Examples)

- Serves and prepares institutional quantities of food items from established menus such as sliced meats, bread and rolls, salads, and fruit dishes.
- Assists in the preparation and baking of breads, rolls, buns, cakes, cookies, and other baked goods.
- Assists in food preparation for special events and satellite locations.
- Organizes serving areas.
- Organizes and handles prepared foods at satellite locations.
- Provides work direction to assigned Food Service personnel and student assistants at various sites.
- Serves as cashier in snack bar, satellite or school sites. Counts money and assists in completion of relevant food service reports.

- Assists with inventory and food service deliveries.
- Operates miscellaneous kitchen/cafeteria equipment such as slicers, mixers, french fryer and ovens.
- Cleans and sanitizes kitchen area and equipment.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Basic knowledge of institutional quantity food preparation, methods, procedure and service, weights and measures, and kitchen safety and sanitation.

Abilities: Must be able to perform the routine duties of the position under direct supervision. Must be able to follow oral and written instructions. Requires the ability to stand for extended periods of time, bend, kneel and stoop. Must lift objects up to 50 pounds. Requires sufficient hand coordination to use kitchen utensils and equipment.

Education and/or Experience: High school diploma or equivalent and one year 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.