

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Campus Catering Specialist	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 assigned site.

NATURE AND SCOPE

The specific work assignments may vary among location, however the position carries out routine food preparation duties such as baking, salad and fruit preparation, planning main dish, clean up and exercising judgments involving basic arithmetic. Work is performed under direct supervision from food service supervisor or assistant supervisor. Work is performed with safety considerations such as exposure to heat, extended standing, lifting and stooping.

DISTINGUISHING CHARACTERISTICS

This position represents the third level in the Campus Catering career ladder. Advancement to Campus Catering Specialist, Sr. requires additional training or experience as a Campus Catering Specialist in addition to an ability to understand and follow oral and written directions, independently 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.
- Organizes serving areas.
- Organizes and handles prepared foods at designated satellite location.
- Serves as cashier at designated site. Counts money and assists in completion of relevant food service reports.
- May assist 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.