

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>Position:</b>	Campus Catering Supervisor I	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Campus Catering	<b>Salary Grade:</b>	13
<b>Reports to/Evaluated by:</b>	Campus Catering Manager	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Directs and/or assists supervising kitchen activities at a self-contained elementary or 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 and snack bar locations. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders. Maintains campus catering records in compliance with state and federal requirements.

**NATURE AND SCOPE**

Under the general supervision of the Campus Catering Manager, and typically exercising partial supervision to a small campus catering staff, independently accomplishes the job with discretion in carrying out a limited range of food service assistants and cook/baker work activities. Positions at this level are required to perform a variety of tasks relative to the operation of elementary and intermediate 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 first level of supervision over campus catering employees. While many of the day to day activities are the same, the second level requires additional background and supervision of a significantly larger campus catering staff at an intermediate or high school with a larger student population and elementary satellites.

**ESSENTIAL TYPES OF DUTIES (Examples)**

- Plans, prioritizes and assigns work to campus catering staff at an elementary or intermediate school.
- 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.
- Assures cleanliness and maintenance of equipment and campus catering supplies.
- Inventories and orders food items and supplies.
- Performs a variety of food service 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 Food Service policies, procedures, rules and regulations. Must be able to orient and train food service staff and perform basic book keeping functions and complete mandated food service 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 must lift objects up to 50 pounds.

**Education and/or Experience:** High School diploma or equivalent 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.