

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAFETERIA SUPERVISOR I (Range S-7)

BASIC FUNCTION:

Under the direction of the Field Supervisor, plan, organize, assign and supervise the activities of a middle school serving kitchen and cafeteria; participate in the work of the school cafeteria program; operate automated sales record-keeping equipment; train, supervise and evaluate the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Cafeteria Supervisor I classification supervise the food service operations at a middle school serving kitchen. The Cafeteria Supervisor II classification perform more responsible food service operations for a high school serving kitchen which offers a larger menu and diversity in the food service program. Incumbents also supervise larger staff.

REPRESENTATIVE DUTIES:

Implement schedules and methods for food rethermalization, assembly and service. *E*

Assist in the implementation of department and school site goals, objectives, policies and procedures; recommend improvements in programs offered by the middle school cafeterias. *E*

Submit requests for supplies, equipment and materials; order a pre-approved line of food stuffs from designated vendors and shipping kitchen; monitor and control expenditures for fiscal accountability. *E*

Supervise and train assigned staff, participate in personnel selection as assigned. *E*

Plan, assign and supervise the ordering, receipt, inventory, storage and preparation of food products for the school cafeteria from the shipping kitchen. *E*

Observe work activities and enforce standards of quality control, sanitation, safety, work simplification, inventory control and cash handling in the operation of the middle school cafeteria. *E*

Monitor and maintain cafeteria operational budget; maintain varied and automated records including food prepared and used, sales and cash receipts, employee work hours and products ordered; prepare requests for equipment facility repair. *E*

Select the menu mix and items to be sold on the a la carte and salad/fiesta bars as assigned.

Drive a vehicle to obtain food and supplies from local vendors and transport to local sites.

Operate ovens, soft drink dispensers, cooking ranges and other kitchen equipment.

Attend meetings and participate on committees, as assigned.

Work with student advisory groups as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Fundamentals of nutrition.

Standards of sanitation, safety and work simplification applicable to the operation of a middle school cafeteria.

Inventory, record-keeping, ordering and costing techniques.

Basic arithmetic.

Budget control.

Learn and operate department computer terminal and operations to perform routine data entry and report functions.

Principles of supervision and training.

ABILITY TO:

Implement approved District and departmental procedures and programs in the operation of a middle school cafeteria.

Plan, schedule, review and evaluate the activities and work performed by assigned personnel.

Learn and apply applicable Federal, State and local laws, regulations and procedures.

Make arithmetic computations with speed and accuracy.

Prepare complete and accurate reports.

Operate a computer terminal to perform routine data entry and report preparation functions.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible experience in commercial or institutional food service activities with lead experience.

LICENSES AND OTHER REQUIREMENTS:

A Food Handler's Certificate, issued by the County Health Department, to be obtained at the time of appointment and during employment in this class.

Possession of an appropriate, valid California driver's license and proof of insurance at time of appointment to and during employment in a position in this class.

WORKING CONDITIONS:

ENVIRONMENT:

Serving kitchen environment.

Subject to heat from ovens, cold from walk-in-refrigerators and freezers.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting, standing and walking for extended periods of time.

Dexterity of hands and fingers to operate kitchen equipment and a computer terminal.

Seeing to assure proper quantities of food.

Bending at the waist.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects.

Exposure to sharp knives and slicers.

Exposure to cleaning agents and pesticides.