

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAFETERIA SUPERVISOR II (Range S-10)

BASIC FUNCTION:

Under the direction of a Operations Manager, plan, organize, assign and supervise the activities of a comprehensive high school cafeteria; implement nutrition education programs; supervise specialized food rethermalization and finishing preparation activities; provide catering, special menus and product testing; operate automated sales record-keeping equipment; participate in the work of the high school cafeteria program; train, supervise and evaluate the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Cafeteria Supervisor II classification performs 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. Incumbents in the Cafeteria Supervisor I classification supervise the food service operations at a middle school serving kitchen.

REPRESENTATIVE DUTIES:

Plan, assign and supervise the work of a high school cafeteria; implement schedules and methods for an efficient operation. *E*

Assist in the implementation of goals, objectives, policies and procedures. *E*

Supervise, train and evaluate assigned staff performing a wide variety of food preparation tasks including the operation and use of fryers, ovens, soft drink dispensers, cooking ranges and other kitchen equipment; participate in personnel selection. *E*

Train cafeteria staff in food preparation procedures, setup for serving, cashiering, inventory and ordering procedures, sanitation, safety, work simplification, inventory control and cash handling in the operation of the cafeteria. *E*

Maintain varied manual and automated records including food prepared and used, sales and cash receipts, employee work hours and products ordered; develop menus for programs such as faculty and staff. *E*

Monitor and control expenditures; monitor and maintain cafeteria operational budget. *E*

Work with student work program and manage special programs as assigned. *E*

Recommend improvements in the program offered by the high school cafeteria.

Supervise specialized food offerings at the high school such as vending machines, vending carts and bar-b-que. *E*

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

Submit requests for supplies, equipment and materials; order an approved line of food stuffs from designated vendors and shipping kitchen according to established procedures.

Attend meetings, participate on committees and work with student advisory groups as assigned.

Prepare requests for equipment and facility repair.

Participate in daily kitchen duties as necessary.

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:

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.

Implement approved procedures and programs in the operation of a high school cafeteria.

Make arithmetic computations with speed and accuracy.

Prepare complete and accurate reports and recommendations.

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

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of appliances found in school cafeterias.

Prepare food for consumption by students and staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of experience involving large quantity ordering, preparation and equipment operation in commercial or institutional food services, including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

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.

Possession of an appropriate, valid Food Handler's Card at time of appointment to and during employment in a position in this class.

WORKING CONDITIONS:**ENVIRONMENT:**

Food service environment.

Driving a vehicle to conduct work.

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

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.