

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD CATERING SUPERVISOR (Range S-23)

BASIC FUNCTION:

Under the direction of the Central Kitchen Manager, coordinate and supervise special programs; participate in the work of the Production Kitchen including school site BBQ, summer feeding program, Nutrition Center dining room, catering truck and vending services. All department-wide catering and special events. Train, supervise, and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Serve as supervisor of catering programs and special event activities. *E*

Implement approved programs in cost control, employee training, quality control and food preparation. *E*

Train, supervise and evaluate the performance of assigned personnel; participate in employee selection; make modifications to assignments; set priorities. *E*

Analyze catering operations for food and labor costs; recommend implementation of improvements in service, equipment, food preparation, personnel assignments and facilities to assure fiscal efficiency. *E*

Apply departmental standards according to established policies; communicate with subordinates and provide information; review performance and prepare periodic and special evaluations of performance for supervisory review and approval. *E*

Monitor payroll-related record-keeping and assure proper reporting of time worked and absences. *E*

Assure compliance with Federal, State and local laws and regulations and District requirements concerning such matters as sanitation, safety, program administration and nutritional standards. *E*

Monitor, review, correct and submit records and reports prepared by subordinate staff, information for reports and other management information purposes and assuring timelines of submission. *E*

Analyze and compare food orders for catering events with available historical data; identify questionable orders and take appropriate action to reconcile potential discrepancies; monitor special equipment on hand to assure availability for distribution; communicate with Central Kitchen to resolve ordering, supply, distribution and serving problems. *E*

Provide basic instruction to subordinates in assigned job tasks; provide on-the-job training to assigned. *E*

Report operational problems to assigned supervisor; assure proper utilization, care and repair of equipment. *E*

Recommend modifications of work procedures and schedules to meet special needs and conditions; make oral and written directives.

Assign available substitute workers to work locations and assignments in accordance with established priorities.

Utilize automated record-keeping software and computer terminals to monitor and maintain records and to generate reports.

Serve as a member of the Nutritional Services Department and Riverside Unified School District management team.

Serve on assigned committees and advisory groups.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Fundamentals of nutrition.

Advanced concepts of work simplification, safety, sanitation, HAACP procedures, and work scheduling as applicable to District-wide food service operations.

Advanced principles of large quantity food preparation, distribution and serving materials, methods and equipment.

Food ordering and storage practices.

Proper utilization and care of food service equipment.

Record-keeping and report preparation.

Business mathematics.

Principles of supervision and training.

ABILITY TO:

Plan, assign, schedule, train, review and evaluate the activities and work performed by assigned personnel assigned to catering operations.

Apply free and reduced price application, procedures and guidelines.

Apply applicable Federal, State and local laws, regulations and procedures involving school fund preparation, distribution and service.

Analyze, interpret and apply technical operations and procedures, rules and regulations applicable to the assigned areas of responsibility.

Prepare clear, complete and concise reports, directives, recommendations and work procedures.

Operate a computer input/output device to utilize applicable word processing and record keeping programs.

Make accurate mathematical calculations.

Analyze situations carefully and adopt effective courses of action.

Communicate effectively, both orally and in writing.

Work cooperatively with others.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in food management or Dietetic Technician and four years of responsible food service experience in institutional or commercial large quantity food preparation, distribution or field operations including one year lead experience. ACF involvement in desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Certification in American School Food Service Association Supervisor level or Manager level within twelve months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office and Central Kitchen environment.

Driving a vehicle to conduct site visitations.

Subject to heat and cold.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.