

SUPERVISOR - CAFETERIA I

Purpose Statement

The job of Supervisor - Cafeteria I was established for the purpose/s of supervising food services activities at assigned site; organizing food preparation activities; assisting cafeteria workers with food preparation and serving; confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements.

This job reports to Manager - Nutritional Services/Purchasing

Essential Functions

- Conducts training sessions and/or periodic site reviews of assigned school for the purpose of improving skills, assisting others in maintaining appropriate inventory levels and/or making recommendations concerning operating procedures.
- Coordinates the safety and security of the employees or the property for the purpose of minimizing exposure to injury, loss and/or liability.
- Coordinates, plans and controls the budget with others in the department and/or subdivision for the purpose of meeting department objectives within budget.
- Determines the type of materials, equipment, supplies to be used or purchased for the purpose of ensuring the availability of items as needed to complete projects.
- Directs assigned personnel (e.g. food service workers, student workers, volunteers, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Maintains food service equipment for the purpose of maintaining safe operating conditions.
- Manages site operations for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards.
- Monitors and implements processes for the purpose of ensuring compliance with legal and administrative requirements.
- Monitors kitchen and cafeteria areas (e.g. health inspections, preparation of food, temperature of food, etc.) for the purpose of ensuring a safe and sanitary working environment.
- Participates in meetings, conferences, etc. (e.g. manager meetings, staff training, student groups, etc.) for the purpose of conveying/receiving information and/or enhancing professional skills/knowledge.
- Performs functions as required of another position within area of responsibility (e.g. cafeteria worker, lunch server, breakfast server, assistant cafeteria manager, etc.) for the purpose of providing overall coverage of food service operations.
- Performs personnel functions (e.g. recommending selection and termination of employees, facilitating growth and development of employees within the department or subdivision, conducting evaluations in a timely manner, conducting interviews and reference calls, designing and developing work assignments, etc.) for the purpose of forwarding recommendations to Human Resources and/or ensuring adequate staffing to meet unit objectives in an efficient and effective manner.
- Prepares written materials (e.g. reports on operations and activities, bills on food items, inventories, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Procures small wares and supplies for the purpose of maintaining an adequate inventory to provide nutritional services efficiently and within budget guidelines.

- Reconciles transactions (e.g. meal counts, monies collected, etc.) for the purpose of balancing accounts and adhering to accounting practices.
- Responds to inquiries of students, staff and the public for the purpose of providing information regarding the type and/or cost of meals; and/or resolving complaints in a timely manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in quantity food preparation; planning and managing projects; preparing and maintaining accurate records; operation of modern office equipment including computer equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: quantity cooking; health standards and hazards; operations, services, and activities of a school food service program; principles of supervision and training; pertinent Federal, State, and local laws, codes, and regulations; basic principles, methods, and techniques of inventory maintenance; use and operation of weighing and measuring devices; and proper food handling and storage practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with persons of varied backgrounds; providing direction and leadership; adapting to changing work priorities; working within time constraints; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 60% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates & Licenses

Food Handlers/ServSafe Certificate by NRA within one year of hire

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt

Exempt 50X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____