

SIERRA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

CLASSIFIED SUPERVISORY

JOB TITLE: CAFETERIA MANAGER II

RESPONSIBLE TO: Director - Food Services

General Summary:

To plan and administer the operation and activities of a School Site Food Service; and supervise and coordinate site food service staff. Employees in this job class receive management direction within a framework of general guidelines. Employees in this classification exercise supervision over site staff. This job class requires technical and specialized knowledge as well as supervisory and organizational skills.

This position is assigned additional responsibilities in the following areas:

- Marketing - which includes preparation of a variety of foods
- Additional "points of sale"
- Transportation of meals to one or more satellite cafeterias
- Supervision of a large number of employees
- Added responsibility in contact with site principal, athletic advisor, community leaders and students in planning and the preparation of activities involving food service
- When school student enrollment exceeds 700

Primary Duties and Responsibilities:

- Plans, directs, and organizes a complex and diversified food service operation.
- Plans, directs, and participates in preparing and serving a variety of foods to a large number of people, as outlined by District Food Service procedures.
- Participates in all aspects of kitchen operation, inventory and sanitation.
- Operates site kitchen adhering to the Health Department rules and regulations; safety principals and practices according to proper risk management and OSHA regulations; and quality standards for food service.
- Prepares purchase requisitions for food, supplies, and equipment for site cafeterias and kitchens.
- Prepares a variety of daily, monthly and periodic records and reports, as required by the District, State and Federal agencies.

- Prepares and plans production of School Site Food Service menus issued by the Food Service Department; ensures standards of dietary balance and nutritional adequacy are being met.
- Applies proper procedures for handling daily cash at all site points of sale and deposition of same to ensure no losses are incurred.
- Participates in coordinating the process for Free and Reduced Meals. Ensures site adherence to rules and regulations governing the process.
- Participates in determining new products and recipes to be tested for future use.
- Monitors various record keeping systems to track budget, income and expenses of the school site's food service. Prepares various financial reports as requested.
- Applies federal and state legislation/regulations as they pertain to the site food service operation.
- Cooperates with school site administrator and district food service manager to evaluate food service operations and to ensure that district and student needs are being met.
- Performs related duties similar to the above in scope and function as required.
- Coordinates the selection, training, and development of site cafeteria staff with district food service department. Conducts performance appraisals and recommendations for disciplinary actions, wage and salary recommendations, and related employee actions.
- Perform related duties as assigned.

Minimum Qualifications:

Knowledge of:

- Organization and operation of cafeterias, offering a variety of menu choices, snack bar, multiple points of sale and satellite locations.
- Principles and technical practices of food service operations.
- Federal and state regulations and standards related to food service preparation and operations, serving and holding temperatures plus the proper storage and handling of food and supplies.
- Nutritional needs and requirements of school age children and the appropriate menu planning to meet these needs.
- Purchasing principles, practices, and standards for ordering institutional food supplies, and equipment.

- Procedures and equipment used in the preparation, cooking, and serving of food in large quantities.
- Food values, proper food combinations, and economical substitutions that may be made in accordance with nutritional requirements and governmental standards.

Ability to:

- Plan, direct, and manage site operation.
- Plan, organize, direct, and evaluate work functions.
- Train assigned staff in all facets of food service operations including health and safety requirements and standards.
- Effectively and tactfully communicate in both oral and written forms.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Use interpersonal skills of tact, patience and courtesy.

Physical Characteristics:

- Standing for extended periods of time; hearing and speaking to exchange information; exert physical strength necessary to lift and transport objects up to 40 lbs.; dexterity of hands and fingers; kneeling, crouching and bending at the waist.

Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.
- Two (2) years experience in management of food service operations desired.

Licenses and Other Requirements:

- A valid California Driver's License.
- Serv-Safe Food Handler's Certificate

Working Conditions:

- School Cafeteria environment -- Subject to: heat from stoves and ovens, long periods of excessive noise.
- Will operate a variety of equipment and machines used in school cafeteria.