



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

August 1997

CAFETERIA MANAGER I

DEFINITION

Under direction, to have responsible charge of the operation of a middle school cafeteria, to supervise the operation of satellite locations; to direct the preparation of meals; and to do related work as required.

EXAMPLES OF DUTIES

Plans, assigns, and supervises, and performs work in the preparation and serving of lunches to pupils and teachers; works from prepared menu; requisitions foodstuffs; supervises cleaning of the kitchen and equipment; supervises employees who receive cash and prepare it for pick up; checks bills on foodstuffs; opens and closes cafeteria; makes oral and written reports on a variety of activities, including work injuries, safety, sales, employee performance, and complaints; outlines daily duties and work schedules of kitchen staff; directs proper storage of food and supplies; follows standards of efficiency and sanitation in food preparation; maintains standards of efficiency and sanitation in food preparation; trains new personnel in methods and procedures of tasks assigned; works with custodial and maintenance staffs in maintenance and operation of the kitchen and equipment; coordinates services with school administrators and groups; maintains inventory controls of supplies; prepares and presents evaluations of employee performance; supervises preparation of and sales of foods in snack bar, vending carts and all points of sale; performs computer functions related to Food Services including ordering, sales, record keeping and communication; and other related duties as assigned.

LICENSE REQUIRED:

A valid California driver's license and the ability to qualify and maintain insurability by the District's liability insurance carriers standard.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and methods of quantity food preparation, serving and storage;
- Methods of computing food quantities required by prescribed menus;
- Care and use of standard food service equipment;
- Sanitation and safety procedures relating to food preparation and serving;
- Basic principles of supervision and training;

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Ability to:

Requisition proper amounts of food and supplies;
Work with, instruct, and supervise staff;
Operate common mechanical appliances found in a cafeteria;
Handle money and keep records related to labor, production worksheets, sales, and orders;
Follow oral and written directions;
Work cooperatively with school staff, pupils, and co-workers;
Learn to perform computer functions related to ordering, sales, recordkeeping and communication;
Delegate and assign duties to coordinate the work of others.

Experience:

Equivalent to one year of full-time paid supervisory experience in the preparation and serving of meals in a large food service setting. Experience in a school setting is preferred.

Education:

Equivalent to graduation from twelfth grade.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 142X
- 10 months