

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-3504**

**JOB TITLE:** *Food Service Supervisor*  
**WORK YEAR:** *260-day*

**JOB DESCRIPTION:** *Under the direction of the Assistant Superintendent of Fiscal Services and District Operations, to organize and direct the operations of the Food Service program; and to schedule and supervise the work and participate in training of food service staff. Incumbents may be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings. This position requires clear, concise, and professional communications with the public, employees, and various agencies. Persons employed in this position must also demonstrate initiative, tact, patience, good judgment, and confidentiality.*

**REPRESENTATIVE DUTIES:** *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)*

Plans, organizes, and directs the activities of several food production facilities, a food transport system and school cafeterias. (E)

Supervise, evaluate, and provide performance reviews of assigned staff. (E)

Interview, select, assign, recommend transfer, termination, and disciplinary action. (E)

Reviews duties, work schedules, approves time and absence records of employees, and administers substitute program. (E)

Directs and plans training and sanitation programs of food services personnel. (E)

Consults with principals of schools regarding cafeteria needs and promotes cafeteria use by students. (E)

Directs the preparation and review of menus, checking dietary balance and meeting the nutritional requirements as outlined by District, local, state, or federal guidelines.

Directs the distribution of foods secured from subsidy programs and plans their scheduling and use. **(E)**

Assures compliance with federal, state, local and District laws, regulations, policies, and procedures related to the National School Lunch and Breakfast programs, sanitation, safety, free and reduced-price meals, nutritional standards, and related programs. **(E)**

Performs compliant activities with respect to the Free and Reduced programs with regards to collection, review and reporting of applicants. **(E)**

Directs selection of foods and supplies and monitors the food for proper storage, quality, rotation and efficient use. **(E)**

Monitors the maintenance and repair of equipment to insure their proper and efficient use and care. **(E)**

Understands and enforces the (HACCP) Hazard Analysis and Critical Control Point program. **(E)**

Participates and communicates in community activities relating to the school cafeteria program with parents and community members. **(E)**

Provides information for cafeteria accounting, including food and equipment inventories. **(E)**

Coordinates organization of special dinners and banquets. **(E)**

Determines type of fiscal records to be kept and reviews and signs fiscal reports. **(E)**

Maintains current knowledge of new food products and new food processing techniques. **(E)**

Maintains a current knowledge in the use of computers and computer software related to point-of-sale meal programs. **(E)**

Performs related work as required. **(E)**

### ***MINIMUM QUALIFICATIONS***

Knowledge of:

- Principles of good nutrition, including federal standards.
- Procedures and equipment used in preparation, cooking and serving of food.
- Food values, proper food combinations and economical substitutions.
- Preparation of foods which will be attractive to students.

- Principles of supervision, training and personnel management.
- Federal and state regulations governing student food services programs.
- Procedures and equipment used in large quantity institutional food services.
- Principles of sanitation.
- Business math.
- Records keeping methods.
- Computer programs related to breakfast and lunch programs.
- Appropriate safety precautions and procedures.

***Ability to:***

- Plan, organize and direct food service programs.
- Develop and market food service programs which meet legal requirements, are cost effective and which are accepted by students and parents.
- Schedule work and utilize departmental personnel effectively.
- Direct the operation of school cafeteria food production and a decentralized cafeteria serving operation, including selection and training of managers and other personnel, economical ordering and use of foodstuffs, safety, cleanliness and serving.
- Examine bids for food contracts and determine the most advantageous bids in terms of quality and cost.
- Prepare menus affording a balanced diet for students of varying ages.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL**

- **Standing/Walking:** Frequently/Constantly (80-90%); while performing kitchen food preparation duties on tile/concrete surface up to 1 mile per day.
- **Lift/Carry:** Constantly, 1-20 lbs.; Occasionally, 21-50 lbs.; food, materials, kitchen supplies, equipment. Seldom lifting up to 50 pounds. Carry short distance up to 20 feet.
- **Push/Pull:** Occasionally, while stocking supplies and using wheeled cart to move food and supplies exerting a force up to 10-20 pounds.
- **Climbing:** Infrequently; step stools while retrieving items in stock room, freezer, storage area.
- **Bending/Twisting:** Frequently; at waist/knees while preparing food, working on food production, removing cookware/supplies from lower shelf, cleaning, and sanitizing.
- **Kneeling/Crouching:** Occasionally; removing items from lower shelves, cleaning below counter level.

- **Hands/Arms:** Constantly use of both; reaching/handling/gripping/grasping/fingering while performing food preparation, food packaging, handling supplies and materials, cleaning, and wiping.
- **Sight/Hearing/Speech:** Constant use to perform food preparation and communicating with assigned staff and students. Sense of smell required in preparing food and identifying freshness.

## **MENTAL**

- Frequent mental alertness while operating/working around kitchen equipment that could be hazardous, using sharp knives.
- Must be able to work harmoniously with staff, supervise assigned staff, students, and others.
- Must be able to work independently, adapt to work routine, and complete all tasks as assigned.
- Ability to comprehend safety and sanitation regulations.
- Must be able to read, write and speak English, perform basic mathematical calculations.

## **WORKING CONDITIONS**

- **Location:** Work is performed in an industrial kitchen and cafeteria environment.
- **Hazards:** Working around heated cooking equipment such as steamers, ovens, and burners. Exposure to cleaning/sanitizing chemical solutions, bleach, ammonia, and detergents. Exposure to sharp objects, moving mechanical parts, pinch points, odors, fumes, slippery surfaces, noise, walking in/out cooler/freezer areas.
- **Equipment Used:** Industrial kitchen equipment, cooking utensils, knives, cleaning tools, cash register, and computer.

## **QUALIFICATIONS AND REQUIREMENTS**

Any combination of training, education and experience which demonstrates possession of the knowledge of abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is managerial-level experience performing supervision of food service program duties.

and

Completion of coursework in nutrition, food service or a closely related field.

or

Experience at or equivalent to the level of Assistant Director of Food Services in the Calaveras County Unified School District, from which the incumbent has acquired the knowledge and abilities listed above.

## LICENSES

Possession of a valid and appropriate California Driver's License.

Possession of valid food safety and sanitation certification.

or

Possession of valid ServSafe Certification.

or

Completion of an approved course of study within the first year of employment may be allowed to garner possession of these certifications.

***SALARY: Placement on the Management/Confidential/Classified Salary Schedule  
Range 7***

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***

**Board Approved: 3/7/2024**