

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Food Service Assistant Manager*
WORK YEAR: *181 Days*

JOB DESCRIPTION: Under the general supervision of the supervisor, will assist in planning, organizing and supervising the activities of a school cafeteria. Will prepare a variety of hot/cold foods and bakery items. May supervise and train other cafeteria employees in food preparation, distribution and clean-up work and perform related duties as assigned.

ESSENTIAL JOB TASKS:

1. Perform major cooking or baking tasks in the preparation of the main meal for elementary and secondary schools.
2. Perform a variety of food preparation tasks in the preparation of hot/cold foods.
3. Prepare staff lunches.
4. Compute necessary food requirements and make adjustments necessary to comply with quantity needed.
5. Check recipes and estimate quantity of supplies needed.
6. Do calculations to extend or modify recipes.
7. May assist with ordering supplies.
8. May set-up and serve hot/cold foods, beverages and other foods at a serving line.
9. Assist in the cleaning and storage of cafeteria utensils and food preparation equipment and supplies.
10. Do daily, weekly and monthly inventory.
11. Prepare daily money and receipts.
12. Prepare paperwork for daily lunch counts.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:
 - * Principles, practices and materials used in quantity food preparation and serving.
 - * Food preparation and packaging systems.
 - * Sanitation and safety procedures related to food preparation, serving and storage.
 - * Care and use of food service equipment.
 - * Methods of taking inventory of food and supplies.
 - * Methods of computing food quantities required by daily, weekly and monthly menus.
 - * Record keeping and reporting procedures.

2. Ability to:
 - * Work positively and harmoniously with students, staff and parents.
 - * Communicate clearly and concisely, orally and in writing.
 - * Prepare, package and serve large quantities of food items.
 - * Safely and efficiently operate and maintain food preparation equipment and appliances.
 - * Understand and follow oral and written instructions.
 - * Keep accurate records.
 - * Do math computations.
 - * Work with, instruct and supervise helpers.
 - * Read and write English at a level required for successful job performance.
 - * Pass a physical for the position.

3. A High School diploma or equivalent.

4. One year of food preparation experience preferred.

5. Possession of a valid California Driver's License preferred.

6. Pass a physical exam for this position.

SALARY: **Placement on the CSEA Salary Schedule, Range D**

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: November 2, 2010