

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CAFETERIA MANAGER LEAD (District-wide)
Classification: Range 36

BASIC FUNCTION:

Plan, organize, coordinate, participate and supervise the operation of assigned District cafeterias; assure efficient and effective production methods and operations, and assure compliance with standards of health safety and nutrition; train, supervise and assist in evaluating the performance of assigned staff.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Plan, organize, coordinate and supervise the operation of assigned District cafeterias; supervise the preparation, serving and storage of food in accordance with established guidelines and procedures.

Train, supervise and assist in the evaluation of the performance of assigned food services staff; participate in the selection of personnel; prepare work schedules and assigned duties; adjust assignments to assure timely preparation of food items.

Estimate and requisition food quantities, equipment and supplies needed; inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.

Assure proper cleanliness and maintenance of equipment and supplies; assure compliance with safety and sanitation regulations.

Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Prepare and maintain a variety of reports and records; assist in preparing the department budget.

Operate a variety of equipment and machines such as a cash register, slicer, grater, mixer, fryer, dishwasher, range, oven and other cafeteria equipment; operate a computer and assigned software; assist with troubleshooting and

reporting systems malfunctions as needed.

Participate in food service activities as needed.

Attend meetings related to food service operations and activities as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and operation of a large food service program.

Policies and objectives of assigned program and activities.

Principles and methods of quantity food service preparation, serving and storage.

Methods of computing food quantities required by weekly or monthly menus.

Standard kitchen equipment, utensils and measurements.

Sanitation and safety practices related to cooking, serving and transporting food.

Principles and practices of supervision and training.

Inventory methods and practices.

Health, safety and sanitation regulations.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

State and Federal Meal Programs

HACCP – Hazard Analysis of Critical Control Points

District Wellness Policy

ABILITY TO:

Plan, organize, coordinate and supervise the operation of the high school cafeteria and the District food service program.

Estimate food quantities and requisition proper amounts for economical food service.

Train, supervise and assist in the evaluation of personnel.

Maintain records and prepare reports.

Assure food preparation, service, transport and storage procedures are in accordance with health, sanitation and safety regulations.

Operate commercial kitchen equipment safely and efficiently.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Lift, carry, push and pull heavy containers of food and material up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level course work in nutrition, business or related field and increasingly responsible experience including experience as a manager in a large food service operation.

LICENSES AND OTHER REQUIREMENTS:

Incumbent must possess a valid California Driver's License along with a Safe Serve Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Exposure to hot foods, equipment and metal objects.

Driving a vehicle to conduct work.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

Lifting, carrying, pushing or pulling moderately heavy objects.

Standing or walking for extended periods of time.

Dexterity of hands and fingers to operate kitchen equipment.

Carrying, pushing or pulling food trays, carts, materials and supplies.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to sharp knives and slicers.

Hot surfaces and liquids.

Poisonous cleaning chemicals.

Board Revised: 5/04/06

Board Approved: August 8, 2013