

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** CAFETERIA MANAGER LEAD (District-wide)  
**Classification:** Range 37

**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.
- Complete all modules of the annual mandatory training that pertain to meals, menu

planning, meal counting, and food safety.

- Complete the site monitoring reviews for all schools.
- Complete the site monitoring reviews of the after school programs.
- Coordinate with the Assistant Cafeteria Manager and/or cafeteria staff in providing snack program training to all WUSD and after school program employees as needed.
- Create, review, and update collection procedures on serving meals and snacks for all school site food service employees and after school program employees.
- Participate as a member of the District Wellness Committee.
- Provide input and support for adherence to all District board policies, as well as District procedures, related to the Food Service Program.
- Perform related duties as assigned.

**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:

Board Revised: 5/04/06

Board Approved: August 8, 2013