

JOB TITLE: CAFÉ/CATERING SUPERVISOR**BASIC FUNCTION**

Under general supervision, to plan, organize, coordinate, and supervise the operation of a regional food preparation center. To supervise and perform skilled functions in the preparation, cooking, baking, distribution and selling of foods; to requisition, receive and store foodstuffs and supplies; to maintain a variety of records and prepare reports; and to perform other related work as required.

ESSENTIAL JOB FUNCTIONS

- Supervises the organization of the District Café.
- Plans, organizes, schedules and supervises the preparation, cooking, baking, packaging and distribution of foods.
- Participates as necessary in the preparation of foods and baked goods.
- Estimates the amount of food products to be prepared daily and weekly.
- Analyzes and determines quantity of foodstuffs, supplies and materials needed, and requests and maintains an appropriate inventory.
- Supervises and participates in the wrapping, arranging and storage of foods to ensure appropriate and efficient use of foodstuffs and supplies.
- Maintains portion and quality control standards.
- Instructs, demonstrates and trains food service personnel in the food preparation, packaging and service procedures.
- Supervises and coordinates the cleaning of the food preparation facility to ensure that the food preparation areas are maintained in an orderly, clean, safe and sanitary condition.
- Reviews, inspects and supervises the receipt and storage of foodstuffs, supplies and materials to ensure accuracy and quality.
- Maintains a variety of files and records, including equipment servicing schedules, inventory control and personnel related records.
- Prepares periodic food services activity and production reports, personnel time reports and other related reports.
- Monitors, observes, reviews and evaluates the performance of food service personnel.
- Audits and monitors the cash receipts and banking processes.
- Implements security measures against vandalism and theft.
- Implements the planning and preparation of catering services. Catering services will be provided District-wide and to the outside public venue.

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Prepare, package and serve quantities of foods and baked goods.
- Operate a variety of equipment utilized in a food processing facility.
- Make arithmetic computations with speed and accuracy.

Knowledge of:

- Safe, healthful and sanitary working methods, procedures, and regulations.
- Use and care of standard cafeteria appliances, equipment and utensils.
- Methods, techniques and strategies of organization, supervision and employee evaluation.
- Methods and operational procedures for requisitioning, receiving and storing foodstuffs and supplies.
- Cash receipt and banking procedures.

Ability to:

- Use culinary techniques in displaying food when conducting a catering function.
- Organize, schedule, coordinate, and supervise the work of others.
- Maintain accurate records and be able to prepare complete and comprehensive reports.

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- Prioritize and identify needs and solve problems independently as appropriate.
- Arrange and plan catering events for up to 500 guests.
- Work with clients to meet their interests while adhering to food service requirements.
- Establish and maintain positive and effective working relationships.
- Promote team building and a positive work environment.
- Skillfully handle difficult situations using good judgment.
- Maintain high level of professionalism in keeping the needs of customers a top priority.
- Understand and carry out oral and written directions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert up to 40 pounds of force frequently, to lift, carry, push, pull, or otherwise move objects.
- This type of work will involve standing for long periods of time, but may also involve walking, sitting or climbing.
- Distinguish taste/smell, exposure to cold, heat, wet and/or humid surrounding.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Two years experience at a level equivalent to a catering or restaurant manager, which includes quantity food preparation, service and kitchen maintenance in a commercial, institutional or school food service facility including one year of lead or supervisory experience in a high quantity food preparation, baking and service and packaging operation.

Education:

Equivalent to the completion of the twelfth grade, and two years or more of culinary schooling and/or college courses in food management, including or supplemented by coursework or training in nutrition, menu planning, quantity cooking, safety, sanitation or other related areas.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Serve-Safe certification is required.