

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Campus Catering Assistant Supervisor	FLSA:	Non-Exempt
Department/Site:	Campus Catering	Salary Grade:	513
Reports to/Evaluated by:	Campus Catering Supervisor	Salary Schedule:	Operations

SUMMARY

Performs a variety of food preparation duties according to planned menus, recipes, and the number of persons to be served. Prepares and cooks meals in large quantities. Serves food and handles money transactions. Maintains the kitchen in a clean and sanitary fashion.

NATURE AND SCOPE

Work is performed under the general supervision of the Campus Catering Supervisor. Prepares food for cafeteria and catering services. Work assignments may vary, however duties are routine, and follow well-established policies, procedures and sanitation guidelines. Work is checked for accuracy regarding food quantities, kitchen sanitation and safety. Work is performed in a commercial kitchen environment with safety considerations such as exposure to heat, extended standing, lifting and stooping.

DISTINGUISHING CHARACTERISTICS

Advancement requires the performance of more complex duties including, cooking and baking a variety of items for cafeteria, a snack bar, salad bar, hot food line, sandwich line and satellite schools. This position represents the seventh level in the campus catering career ladder. To advance to Campus Catering Supervisor, prospective incumbents require additional background to integrate food service activities in an industrial kitchen environment.

ESSENTIAL TYPES OF DUTIES (Examples)

- Prepares institutional quantities of food items for established menus such as baked goods, meat dishes, main dishes, salads, sandwiches and snack bar food items.
- Prepares and bakes large quantities of bread, rolls, buns, cakes, cookies and other baked goods.
- Sets up serving areas for students, teachers and other personnel.
- Maintains work and serving areas in a sanitary manner includes cleaning counters, tables, bench food containers and other equipment.
- Prepares foods, products and supplies for special events.
- Prepares and organizes serving areas.
- Completes inventory and maintains simple records. Checks food service deliveries and supplies.

- Serves as cashier in a cafeteria or lunch line. Counts money and completes relevant food service reports.
- Prepare snack bar food items for service.
- Ensures appropriate food quantities for satellite sites.
- Serves breakfast and lunch.
- Trains and provides work direction to Campus Catering Assistants and students.
- Operates miscellaneous kitchen/cafeteria equipment such as slicer, mixers, french fryer, steamer/oven, chopper, and dishwasher.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Basic knowledge of institutional quantity food preparation, methods, procedure and service, weights and measures, and kitchen safety and sanitation.

Abilities: Must be able to perform all of the essential duties of the position under only general guidance. Must be able to understand and follow District Campus Catering policies, procedures, rules and regulations. Must be able to perform duties with a focus on safety and sanitation. Must be skilled in operation of commercial kitchen equipment. Requires the ability to read and understand written directions and recipes and to calculate weights and measurements. Must be able to learn, understand and apply safety and sanitation regulations. Must be able to reconcile daily money transactions and keep records. Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment. Working environment requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds.

Education and/or Experience: High school diploma or equivalent. College classes in Menu Design and Safety, Sanitation and Equipment are required.

Licenses and Certificates: Requires valid California Driver's License.