

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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<b>Position:</b>	Manager, Campus Catering	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Campus Catering	<b>Salary Grade:</b>	124
<b>Report to/Evaluated by:</b>	Director, Campus Catering	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

To participate in supervising, planning and coordinating the activities and operations of the school lunch program within the District Campus Catering program ensuring students are served attractive and nutritious meals; and to provide highly responsible and complex staff assistance to the Director of Campus Catering.

**DISTINGUISHING CHARACTERISTICS****ESSENTIAL TYPES OF DUTIES** (Examples)

- Responsibilities and duties may include, but are not limited to, the following:
- Coordinate the operational activities for the school lunch program.
- Participate in the development and implementation of goals, objectives, policies, and priorities for the food service program; identify resource needs; recommend and implement policies and procedures.
- Participate in the selection, training, motivation and evaluation of Campus Catering personnel; provide or coordinate staff training; assist in planning in-service training programs and in conducting workshops; work with employees to correct deficiencies; participate in implementing discipline and termination procedures.
- Serve as technical advisor to school staff; suggest revisions in food preparation methods, practices and utilization of equipment; assist supervisors in developing planning worksheets.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Conduct on-site visitations to observe methods, practices, and procedures; review food service operations, analyzing effectiveness, ensuring compliance with laws and regulations and observing safety and sanitation procedures; provide assistance to Campus Catering Supervisors to resolve problems.
- Review menus at sites to ensure nutritional adequacy and dietary balance; review cost records and cost data.

- Assist in ensuring the maintenance of all Campus Catering equipment; schedule repairs of equipment through District or outside sources.
- Assist in reviewing plans for new kitchens or revisions of existing kitchens; assist in selection of new equipment.
- Assist in ordering and distributing purchases and government food; develop uses for donated foods; suggest new recipes.
- Assist in the coordination of concession operations at the stadium.
- Coordinate Campus Catering activities with the Campus Club program; submit data necessary for billing.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of food service; serve as the District representative at food service conferences and conventions.
- Serve as the Director of Campus Catering as assigned.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Thorough knowledge of modern and complex principles and practices of institutional food service. Working knowledge of operational characteristics, services and activities of a food service program. Knowledge of the principles of supervision, training and performance evaluation. Must know pertinent Federal, State, and local laws, codes, and regulations including health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations. Must have knowledge of the principles of meal production planning, scheduling, quantity food preparation and food merchandising. Requires knowledge of nutritional and operational requirements of the National School Lunch Program and related Federal and State regulations, including the evaluation of applications for free and reduced priced meals for needy students. Working knowledge of the procedures used in ordering, receiving, storing and inventorying food and supplies. Must know food values, proper food combinations, and economical substitutions which may be used within food groups. Thorough knowledge of health and sanitation principles and procedures.

**Abilities:** Must be able to participate and coordinate the work of supervisory, professional, and technical personnel. Requires the ability to interpret and explain District Campus Catering policies and procedures, and prepare clear and concise reports. Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Position requires the ability to research, analyze, and evaluate new service delivery methods, procedures and techniques. Must be able to make arithmetic calculations with speed and accuracy and plan well-balanced, nutritional and appetizing menus within a fixed budget. Requires the ability to interpret and apply Federal, State and local policies, procedures, laws and regulations. Must be able to accurately estimate quantities of food necessary to feed various sized groups. Must be able to calculate costs and recommend selling prices. Requires the ability to communicate clearly and concisely, both orally and in writing. Must be able to establish and maintain effective working relationships with those contacted in the course or work.

**Education and/or Experience:** Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to graduation from an accredited college or trade school with major course work in business administration, cafeteria management, dietetics or related field. (Additional qualifying experience may be substituted on a year-for-year basis for two years of the required education.)

**Experience:** Three years increasingly responsible experience as a supervisor in food service or in institutional food management involving planning and preparation of food in large quantity.

**License and Certificates:** Requires possession of an appropriate, valid California Driver's License.