



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: **Cafeteria Supervisor**

Position Type: Classified	Department: Food and Nutrition
Salary Schedule: Classified	Reports to: Cafeteria Manager
Salary Range: 18	
Term of Employment: 9 months	Date: March 28, 2011
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To assist manager with lead cashier duties, maintain accurate records and assist manager with food prep duties. Also, to assist manager with specific management functions as needed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Oversees kitchen operation in absence of manager.
- Maintains high standards of customer service and assist in training employees in Red Carpet Service.
- Assists café manager with administrative duties including ordering, interviews, production worksheets and sales and cost analysis.
- Responsible for all opening and closing duties related to cash handling. Duties include counting/recounting of all cash at end of day, insuring all drawers are within over/short parameters and submitting a completed report on all cash handling through the use of school lunch software.
- Responsible to balance cash sales to cash in drawer for your assigned station during lunch.
- Responsible for communication with students and parents regarding account balances.
- Responsible for food preparation for adults and students as assigned by manager.
- Practices procedures in food preparation, customer service, use and care of equipment and all cleanup including washing of dishes.
- Follows standards of safety in preparing, storing, and serving food. Apply Hazard Analysis Critical Control Points (HACCP) principles.
- Applies National School Lunch Program requirements with regard to serving reimbursable meals. Understand Offer vs. Serve.

- Maintains required forms and records as assigned by the manager.
- Practices “Red Carpet Service” to all student and adult customers.
- Attends job-related training classes and workshops.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

SUPERVISORY RESPONSIBILITIES:

- Assists café manager in supervision of site employees.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to operate school lunch software for meal tracking.
- Demonstrates the ability to use kitchen equipment, kitchen utensils, including knives to complete food prep.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District’s attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s.
- Demonstrates the ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively speak simple sentences and understand simple instructions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Certification in approved manager sanitation certification course (Serv Safe)

EDUCATION AND/OR EXPERIENCE:

- High School diploma or GED equivalent. Previous cash handling experience recommended.
- 2 years experience of school lunch meal tracking software, knowledge of food service production, extensive customer service skills.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Occasionally required to walk, climb or balance; steep, kneel, crouch or crawl.
- Must regularly lift and/or move up to 40 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.
- The employee is occasionally exposed to extreme heat.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.