



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Catering Supervisor (Food and Nutrition)**

Position Type: <b>Classified</b>	Department: <b>Food and Nutrition</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Food and Nutrition Director</b>
Salary Range: <b>36</b>	
Term of Employment: <b>12 months</b>	Date:- <b>February 5, 2020</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Provides products and services to District Office Food Bar and Catering customers. Supervises 1-3 Food and Nutrition workers, oversees all preparation and production of breakfast, lunch and catering meal service and maintains a safe and sanitary kitchen. Assists Food and Nutrition Director by providing school-site catering consultation and variety of office duties.

*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:**

- Coordinates and oversees scheduling, preparation, ordering and receiving of product, and service of District Office Food Bar and District Offices catering functions.
- Follows standards of safe food handling. Applies Hazard Analysis Critical Control Points (HACCP) principles and complies with all Maricopa County Department of Environmental Services food codes.
- Recruits, trains and supervises District Food Bar/catering staff.
- Creates District Office Food Bar menus.
- Performs necessary marketing functions at site to promote products, services and nutrition.
- Performs all duties related to point-of-sale system and ensures that all cash handling procedures are implemented and accurate.
- Prepares and maintains required Food & Nutrition manager and catering reports, as assigned.
- Assists in development of catering program offerings, standards, recipes and procedures.
- Responsible for all catering functions at District office locations, including occasional functions outside of usual work schedule.
- Provides catering consultation for school-based Food & Nutrition personnel.

- Responsible for all inventory functions, including proper rotation, storage and handling of frozen, refrigerated and dry food products. Performs necessary count of food and supply products as assigned.
- Practices “Red Carpet Service” to all students and adult customers.
- Demonstrates teamwork through attitude and activities.

#### **MARGINAL DUTIES:**

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

#### **SUPERVISORY RESPONSIBILITIES:**

- Directly supervises 1-3 employees in the Food Bar / Catering kitchen. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with the 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 detail-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.
- Must have a basic knowledge of computers.

#### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must be able to obtain within one month of employment and maintain a Certified Food Protection Manager’s certificate.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED) required.
- Experience with multiple catered functions serving between 5-200 people is preferred.
- Previous catering, restaurant or food service management experience is preferred.
- Must have three years of relevant, progressively responsible, large quantity food service experience.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.
- Has the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Has the ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**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.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 40 lbs. Items over 40 pounds should be broken down into smaller quantities or a second staff member should assist with lift.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Regularly required to wash dishes and general kitchen cleanup.

**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 and cold.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.*