



# Deer Valley Unified School District

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## JOB DESCRIPTION

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

JOB CODE: **#4-4015**

Position Type: <b>Exempt</b>	Department: <b>Food and Nutrition</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Food and Nutrition Director</b>
Salary Range: <b>3</b>	Location: <b>Materials Distribution Center</b>
Term of Employment: <b>12 months</b>	Date: <b>July 1, 2014</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assists the Food and Nutrition Director by performing specific catering functions 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 catering functions at the District Office, school sites and off campus.
- Follows standards of safety food handling. Applies Hazard Analysis Critical Control Points (HACCP) principles.
- Recruits catering department staff.
- Develops standards, recipes and procedures for catering program. Coordinates and assists in all food cuttings and demonstrations.
- Develops centralized catering site for production and distribution of products for catering program
- Researches large scale catering operations to assist in developing new processes, recipes and ideas to improve district operations.
- Formulates all financial data related to catering program and submits sales reports.
- Must have flexibility with work schedule. Catering functions may be early morning hours or early evening hours and require catering supervisor to adjust his/her schedule to accommodate functions.
- Attends job-related training classes and workshops.

- Maintains required forms and records as assigned by the Food and Nutrition Director.
- 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:**

- Supervises site managers and any classified employee regarding catering functions.

**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 possess a Food Handler’s Certificate obtained from the Maricopa County.
- Must be certified in an approved sanitation course.

### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED) required.
- Must have experience with multiple catered functions serving between 5-200 people.
- Previous restaurant or food service management experience is preferred.
- Must have three years management skills education/training in catering management or equivalent combination of education and 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.
- 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.
- 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.*