

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Food Service Manager*
WORK YEAR: *182 Days*

JOB DESCRIPTION: Under the supervision of the Assistant Superintendent of Business Services or designee, will plan, organize and supervise the activities of a school cafeteria or production area. Will prepare all production sheets for Elementary production. Will prepare a variety of hot and cold foods and bakery items. Will supervise and train other food service employees in food preparation and clean up. Perform related duties as assigned.

ESSENTIAL JOB TASKS:

1. Perform and supervise major cooking or baking tasks in the preparation of the main meal for elementary and secondary schools.
2. Prepare paperwork for daily lunch counts.
3. Compute necessary food requirements and make adjustments necessary to comply with quantity needed.
4. Check recipes and estimate quantity of supplies needed.
5. Receive all incoming supplies.
6. Do calculations to extend or modify recipes.
7. Order supplies.
8. Set up and serve hot/cold foods, beverages and other foods at a serving line.
9. Do daily, weekly and monthly inventory.
10. Prepare and deposit daily money and receipts.
11. Prepare production records for elementary schools.
12. Complete factoring on elementary production records.
13. Prepare shipment sheets for elementary schools.
14. Assist in the cleaning and storage of cafeteria utensils, food preparation equipment and supplies.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:
 - * Principles, practices and materials used in quantity food preparation and serving.
 - * Food preparation and packaging systems.
 - * Sanitation and safety procedures related to food preparation, serving and storage.
 - * Care and use of food service equipment.
 - * Methods of taking inventory of food and supplies.
 - * Methods of computing food quantities required by daily, weekly and monthly menus.
 - * Record keeping and reporting procedures.
 - * Managerial practices.

2. Ability to:
 - * Work positively and harmoniously with students, staff and parents.
 - * Communicate clearly and concisely, orally and in writing.
 - * Prepare, package and serve large quantities of food items.
 - * Safely and efficiently operate and maintain food preparation equipment and appliances.
 - * Understand and follow oral and written instructions.
 - * Keep accurate records.
 - * Do math computations.
 - * Work with, instruct and supervise helpers.
 - * Read and write English at a level required for successful job performance.
3. A High School diploma or equivalent.
4. Two years of food preparation experience preferred.
5. Possession of a valid California Driver's License.
6. Pass a physical for the job description.

SALARY: ***Placement on the CSEA Salary Schedule, Range E***

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: November 2, 2010