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**BRIEF DESCRIPTION OF POSITION**

Under the direction of the Assistant Superintendent-Administrative Services and in consultation with the District's Food Services Director; plans, organizes the school's food services program; participates in the formulation of, and implementation of the food service plan at the school sites.

**STATEMENT OF TYPICAL DUTIES**

- a. Plans, manages and monitors the preparation and serving of a wide variety of food to students, staff and for banquets and catered events. E
- b. Participates in selection process, coordinates and provides training of cafeteria personnel. E
- c. Coordinates cafeteria schedules with site and district administrators. E
- d. Maintains proper and effective inventory control, estimating and requisitioning food and supplies needed, inspecting, accepting, and receiving delivery of foods and supplies. E
- e. Works with USDA commodity foods and manages its use to ensure compliance with all regulations. E
- f. Maintains and assures cleanliness of the cafeteria and related areas in compliance with all federal, state, county and local health codes. E
- g. Prepares menus, checks dietary balance and nutritional adequacy in compliance with the USDA and State Child Nutrition Programs. E
- h. Coordinates with custodian and maintenance staff to ensure cleanliness, maintenance and repairs of the kitchen and kitchen equipment, as well as maintaining preventative maintenance scheduling. E
- i. Maintains appropriate and up to date records and files, using both manual and computerized systems. E
- j. Assigns, manages and performs a continuous evaluation process to all cafeteria personnel. E
- k. Collects, deposits, and maintains appropriate records (manual and/or computerized) of all daily receipts. E
- l. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- Procedures and equipment used in preparation, cooking and serving of food for both normal operations as well as disaster/emergency operations.
- Food values, proper food combinations and basic nutrition.
- Preparation of foods which will be attractive to the customers.
- Safety and sanitation practices well as all related federal, state, county and local codes.
- Cleaning solvents and toxic chemical handling and disposal procedures as they are related by OSHA and CAL-OSHA.
- A wide variety of personnel management skills and practices.

Ability to:

- Direct the operation of all phases of cafeteria operations, including selection and training of personnel in economical ordering and use of food stuffs, cleanliness, safety, preparation of foods, and in serving techniques.
- Examine bids for food contracts and determine the most advantageous bids in terms of quality and costs.
- Prepare menus which meet requirements for a balanced diet for students and in compliance with the National School Lunch and School Breakfast Programs.
- Work cooperatively with those contacted in course of the work, including principal, teachers, administrators, students and the district level supervisors.
- Operate all food service equipment including cash registers and should understand their basic maintenance.
- Work well with people.
- Keep records.
- Cook and bake.
- Order foods and supplies.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and five years of increased responsibility in menu planning, logistics, preparation, service, personnel management and fiscal responsibilities.

**PHYSICAL CHARACTERISTICS**

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.  
Servesafe Certified or equivalent