

ELK HILLS SCHOOL DISTRICT

Job Description – Cafeteria Supervisor

Position: Cafeteria Supervisor

Location: Tupman, CA

Reports to: Superintendent/Principal

School Year: 2022-2023

Elk Hills School is committed to preparing students for a bright future with options for college and career by providing each student with a high quality and personalized educational program in a small, safe, and nurturing environment.

The Elk Hills School District has a total student population of approximately 170 in grades TK-8 grade residing in Tumpan, Taft and various other local rural communities; one teacher comprises one grade level with a multiple subject teaching credential.

The Cafeteria Supervisor will work 10 months/187 days (11 months/approx 204 work days for summer school) at six (6) hours/per day M-F (7:30am-2:00pm). The hourly salary is based on a fixed salary scale and the position does not come with health & welfare benefits. The position is CalPERS eligible.

Under the direction of the superintendent, the cafeteria supervisor will organize and manage the school district's feeding program. Responsible for planning, managing, monitoring, supervising and providing assistance in the provisioning, operation, and functions of a smaller food service facility (cafeteria) serving breakfast and lunch daily. Examples and common responsibilities includes: preparing and serving of meals, maintaining quality standards for food prepared, ordering meals/menu selection, securing foods and supplies, maintaining local, state and federal records, preparing and coordinating work schedules, compliance and record keeping as well as working in close collaboration with the Elk Hills School educational team.

Major Duties & Responsibilities:

- Plans, schedules, and participates in the preparation for serving a variety of foods, including entrees, main dishes, vegetables, and other hot food items including pre-packaged/grab-n-go meals
- Plans, coordinates, assigns, oversees and participate as required in the preparation, and serving of food
- Preparing and maintaining necessary records and files ensuring local, state and federal compliance
- Plans and develops food preparation and cooking work schedules
- Completes menu planning in close collaboration with meal vendor and school district partners
- Maintains accurate and detailed inventory and storeroom records
- Manages and completes counting of cash and the preparation of cash receipts and bank deposits

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- Completes requisition of food items and supplies; receives, inspects and confirms the quality and quantity of food items served,
- Leads and manages in the portion and quantity of food items served including wrapping, arranging, and storage of foods to ensure appropriate and efficient use of food items and supplies
- Maintains the food service facility in a clean, neat, safe and sanitary condition
- Maintains a variety of records pertaining to the central kitchen food service operation and prepares written reports as required
- Maintains professional competence through participation in development activities.
- Lift and carries 50 pounds, climb step ladders, stoop, bend, kneel, squat, stand, and sit for long periods;
- Sees and hears sufficiently to perform duties listed above
- Assumes other related assigned duties by the district.

Skills and Traits:

- Commitment to our organization's mission, vision and core values
- Strong interpersonal and communication skills, oral and written
- Proven ability to collaborate and build relationships with internal and external stakeholders
- Proven track record of success
- Self-reflective individual who solicits performance feedback and constructive criticism
- Flexible and adaptable, open to new ideas and adjusts plans to meet changing needs
- Ability to strategically and interdependently solve problems
- Meets professional commitments in a timely manner
- Knowledge of methods and procedures for preparing and serving food in large quantities; standard food service terminology, appliances, and equipment; sanitation and safety practices and procedures;
- Possesses basic arithmetical calculations and measurement processes.
- Adheres to standard menus and recipes in the preparation of foods and snacks
- Operate and maintain food service related equipment;
- Understands and carries out oral and written directions;
- Lift and carries 50 pounds, climb step ladders, stoop, bend, kneel, squat, stand, and sit for long periods;
- Sees and hear sufficiently to perform duties listed above

Minimum Qualifications:

- At least three (3) years of food service and kitchen maintenance functions in a commercial, institutional, or school food service facility, including at least one (1) year in a lead capacity.
- Considerable experience in school food services or other food service, preferred.
- High School diploma or GED preferred, supplemented by training in food preparation, safety, sanitation, cafeteria manager class, or other related areas.

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- A pre-placement medical assessment/health and drug and alcohol screening, at district expense*, is a condition of appointment after all other required job conditions have been met. (**if passing*)
- Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice (at Districts expense, if passing) is a condition of appointment after all other required job conditions have been met.
- Must hold a current Safe Food Handlers Permit
- Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.
- Infant, Child, Adult CPR Certification Card
- Adheres to all current Covid Manadates
- This position has a probationary period of one year.

Signature: _____ **Date:** _____

Superintendent Signature: _____