

JOB INFORMATION

<i>Title:</i>	Assistant Cafeteria Supervisor - Centennial S D
<i>FLSA:</i>	Non-Exempt
<i>Terms of Employment:</i>	217 Days
<i>Employee Group:</i>	Support Compensation Agreement
<i>Location</i>	Building / Home William Tennent High School
<i>Last Edited On:</i>	01/24/2025

ORGANIZATION

<i>County:</i>	Bucks
<i>Entity:</i>	Centennial S D
<i>Department:</i>	Assigned Department per Organizational Chart
<i>Reports To:</i>	Assigned Administrator
<i>Supervises:</i>	Supervise assigned staff throughout the workday and manage catering staff during special events to ensure smooth operations.

JOB GOAL

Collaborate closely with the Supervisor at the high school to oversee production, meal execution, and service, ensuring balanced and nutritious meals for district students. Additionally, serve as a Catering Supervisor, managing all aspects of food preparation, delivery, and service for catering events within the school district.

ESSENTIAL FUNCTIONS

1.	Assist with the daily operations and supervision of the kitchen, ensuring the presentation of the cafeterias and the quality, appearance, and taste of all foods prepared.
2.	Complies with all applicable federal, state and local laws and regulations and District policies and administrative regulations.
3.	Cooperates with the building principal to coordinate the lunch and breakfast service with the educational program.
4.	Assist with rotating assignments for daily operations and special evening functions, and schedule catering staff to ensure adequate coverage for all events.
5.	Support in managing budgetary controls, minimizing food waste, and ensuring proper portion sizes for both daily operations and catered events.
6.	Assist in overseeing sanitation efforts and managing Hazard Analysis & Critical Control Points (HACCP) record-keeping procedures.
7.	Assist with inventory management for food and general supplies, maintaining optimal stock levels for daily operations and catered events. Support ordering processes and ensure proper storage of all items.
8.	Assist in monitoring delinquent accounts, completing daily production reports, and preparing other reports as assigned.
9.	Ensure sufficient supply levels, proper portion control, and accurate food display, while maintaining correct food temperatures at all times.
10.	Participate in parent engagements and school activities outside of regular hours as needed or requested. Assist with maintaining inventory records for food and supplies, preparing sales activity reports, handling bank deposits, and updating daily production sheets.
11.	Assist in applying and overseeing all principles of safe and sanitary food handling, preparation, and storage.
12.	Assist cashiers during service, handle point-of-sale transactions according to established procedures, and ensure the security of daily receipts.
13.	Participate in and support all mandatory training required by both the state and the school district.
14.	Assist with the training and ongoing development of food service staff.
15.	Oversee the safe operation and proper maintenance of all cafeteria equipment.
16.	Collaborate with school administrators, event coordinators, and other district personnel to plan catering services for school events, meetings, sports functions, and other district-related activities.
17.	Develop and modify catering menus in accordance with the district's nutritional standards, student preferences, and budgetary constraints.

18. Oversee the preparation and delivery of meals for special events, meetings, and district functions.
19. Ensure appropriate menu planning, dietary accommodations, and food quantities for each catered event.
20. Monitor stock levels to minimize waste and ensure availability for scheduled events.
21. Supervise catering staff, including cooks, servers, and kitchen aides. Provide training on food preparation, presentation, and safety procedures.
22. Responsible for preparing catering invoices for clients, and ensuring accurate markup on food, supplies, and labor costs.
23. Foster positive relationships with school staff, parents, and students, ensuring a high level of satisfaction with catering services.
24. Hours may vary depending on school events, including early mornings, evenings, and weekends.
25. Show flexibility by supervising or assisting at any school within the district as required.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

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.

Education				
Education Level	Education Details	Req	Pref	
High School		X		
Culinary arts or food service management certification preferred			X	

Work Experience				
Experience	Experience Details	Req	Pref	
	Experience in food service	X		
	Catering and/or event experience preferred.		X	

Licenses and Certifications				
Enter Licenses/Certifications	Lic/Certification Details	Req	Pref	
	Serv Safe Certification	X		
	Food Sanitation Certification - BC Department of Health	X		

Driver's License	
<input checked="" type="checkbox"/>	Valid Driver's License Required

TRAVEL REQUIREMENTS

Est. Amount

Brief Description

5%

Ability to travel to various district locations.

SCOPE

Analytical Demands

- ☒ Occasional analytical demands. The analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Supervision

- ☒ Provide general supervision and oversight for a workgroup, including managing discipline, interpreting, and enforcing district rules and regulations. Spend the workday overseeing team members within the department.

Sensory Abilities

- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high levels of stress.
- ☒ Must be cooperative, congenial, and service-oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service-oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to organize tasks.
- ☒ Ability to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☒ Strong organizational and leadership skills.
- ☒ Ability to manage multiple tasks in a fast-paced environment.

Specific Skills

- ☒ Knowledge of food safety standards, sanitation regulations, and nutrition guidelines for K-12 students.
- ☒ Excellent communication and interpersonal skills.
- ☒ Ability to work well in a team and maintain a positive work environment.
- ☒ Proficient in basic computer skills (e.g., inventory tracking, scheduling).
- ☒ Must possess conflict mediation skills.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work, and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees, and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

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 essential functions.

Standard ADA Settings

Standard ADA Selection	<p>Office</p> <p>Classroom</p> <p>X Other (to include Physically Demanding Positions)</p>
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Driving/Operating Mobile Equipment		X			
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)		X			
<input checked="" type="checkbox"/>	Use of Personal Protective Equipment		X			
<input checked="" type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)			X		
<input checked="" type="checkbox"/>	Standing for extended periods of time				X	
<input checked="" type="checkbox"/>	Walking for extended periods of time			X		
<input checked="" type="checkbox"/>	Crawling	X				
<input checked="" type="checkbox"/>	Climbing	X				
<input checked="" type="checkbox"/>	Repeated Bending			X		
<input checked="" type="checkbox"/>	Gripping/Holding			X		
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)			X		
<input checked="" type="checkbox"/>	Hearing (person to person, on the phone, in group settings)			X		
<input checked="" type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)				X	
<input checked="" type="checkbox"/>	Lifting (Weight)			X		40 lbs.
<input checked="" type="checkbox"/>	Carrying (Weight)			X		40 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	<i>Working Condition</i>
<input checked="" type="checkbox"/>	Subject to inside environmental conditions
<input checked="" type="checkbox"/>	Subject to outside environmental conditions
<input checked="" type="checkbox"/>	Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)
<input checked="" type="checkbox"/>	May be exposed to hazardous materials, body fluids, or disease
<input checked="" type="checkbox"/>	Subject to physical hazards, including conditions that may affect the respiratory system and/or skin