



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Dining Room Supervisor</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Nutrition Services</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board	<b>11/17/14 and 11/18/14 01/28/15</b>	SALARY GRADE:	<b>Schedule: 54 Range: 53</b>

**BASIC FUNCTION:**

Organize and direct the food service activities and operations of the dining room at King Middle School; assure District school sites and Child Care and After School programs receive adequate amounts of food based upon enrollment during the school year and Summer programs; train and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Organize and direct the food service activities and operations of the dining room at King Middle School; participate in the development and implementation of departmental policies and procedures
- Supervise the Pack-Out activities for breakfast, lunch and snacks for District school sites, After School and Child Care programs; assure sites receive adequate amounts of food based upon enrollment according to compliance rules issued by the California Department of Education and USDA
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established standards; review and recommend modifications of work schedules for assigned staff
- Prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods; order, receive, store and rotate food items and supplies as directed; conduct meal counts and inventories as directed
- Supervise and coordinate the maintenance of food service facilities, equipment and utensils in a clean and sanitary condition
- Plan and supervise meal service on serving lines and set out prepared foods according to established time lines; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; assure food service activities comply with established safety and sanitation requirements
- Maintain a variety of mandated and requested records related to food items, temperature, inventory, meal counts, sales and assigned activities; prepare routine food service reports

- Perform cashiering duties as assigned; count money and make correct change; distribute, collect, sort, count, scan and mark lunch tickets; balance and verify cash drawers; prepare bank deposits as directed; utilize a computer to perform transactions and input data as assigned
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information
- Operate a computer and assigned software programs; operate standard food service equipment such as slicers, ovens, can openers, food carts and warmers
- Attend a variety of meetings as assigned

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Quantity food preparation including washing, cutting and assembling food items and ingredients

Sanitation and safety practices related to preparing, handling and serving food

Standard kitchen equipment, utensils and measurements

Oral and written communication skills

Principles and practices of supervision and training

Applicable laws, codes, regulations, policies and procedures

Operation of a computer and assigned software

Interpersonal skills using tact, patience and courtesy

Portion control techniques

Storage and rotation of perishable food

Basic math and cashiering skills

Proper lifting techniques

Record-keeping techniques

**ABILITY TO:**

Prepare and serve hot and cold food items to students and staff at King Middle School site and District summer programs

Plan and organize packaging and distributing food to various locations and programs

Maintain food service facilities, equipment and utensils in a clean and sanitary condition

Train and evaluate the performance of assigned staff

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare records and reports related to assigned activities

- Perform cashiering duties and make change accurately
- Operate standard kitchen equipment safely and efficiently
- Follow and assure compliance with health and sanitation requirements
- Store and rotate food supplies in storage areas according to established procedures
- Wash, cut, slice, grate and assemble food items
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Work independently with little direction
- Add, subtract, multiply and divide quickly and accurately
- Maintain various mandated and requested records

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years experience in the preparation and serving of food in large quantities

**LICENSES AND OTHER REQUIREMENTS:**

- Valid ServSafe certification
- Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Food service environment
- Subject to heat from ovens
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Standing for extended periods of time
- Hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 pounds
- Dexterity of hands and fingers to operate food service equipment
- Reaching overhead, above shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Seeing to monitor food quality and quantity

**HAZARDS:**

- Heat from ovens
- Exposure to very hot foods, powerful industrial-grade equipment, and metal objects
- Working around knives, slicers or other sharp objects
- Exposure to cleaning chemicals and fumes
- Slippery floors