Fargo Public School District Position Description

Position Title: Catering Supervisor
Department: Nutrition Services
Reports To: Operational Manager
Date: 05/03/05

TERMS OF EMPLOYMENT:
Annual term of employment is 9 months.

SUMMARY:
Will supervise and coordinate all catering orders within the district. Work varied hours as needed to insure customer satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Schedules preparation and distribution of all catering orders.
- Checks that all required food products are ordered in a timely manner.
- Shows interest and enthusiasm for high quality products.
- Stays within set time guidelines.
- Dates and stores food properly.
- Assist with loading, unloading, and delivering.
- Decorates cakes, arranges deli trays, and assists with baking requirements.
- Follows safety and sanitation regulations at all times.
- Works as effectively and efficiently as possible.
- Participates in employee workshops and schedules seminars.
- Complete additional duties as assigned.

SUPERVISORY RESPONSIBILITIES:
Assist with supervision in absence of Operations Manager.

QUALIFICATION REQUIREMENTS: 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.

Two successful years with a specialty catering service, the ability to arrange and decorate food products including specialty cakes in an attractive manner, and a valid driver’s license are required. Must be able to problem solve under stressful situations. Has considerable knowledge regarding proper preparation and sanitation, and is willing to cooperate and work within the guidelines of the system. Must be able to follow written and oral directions as given by the Operations Supervisor. Keep a neat and clean appearance. Provide leadership in absence of Operations Manager.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED) with related post high school training. Experience with quantity for preparation and service as well as supervisory experience (2 years preferred). Complete State, Department of Education, School Food Service Statewide Training Program or equivalent specified courses on a scheduled basis.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers,
clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:**
Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**
Ability to pass an entry level aptitude test. Ability to work in a friendly manner with co-workers and students. Ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements, Nutrition Services and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times.

The employee must occasionally lift and/or move up to 30 pounds at a time.

**WORK ENVIRONMENT:** 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 the essential functions.

Work in an area with limited space, busy environment, and frequent interruptions. The atmosphere includes noise, humidity, cooking odors, wet floors, and fluctuating temperatures. Hazards include, but are not limited to cuts from knives, burns, strains, or falls. Equipment used frequently includes slicer, oven, tilt skillet, steamer, steam-jacketed kettle, and knives.

**EVALUATION:** Job Performance is evaluated in accordance to district guidelines by the Operations Manager.

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.