Catering Supervisor

Rev. June 2024

Reports to: Supervisor-Nutrition Services

Dept./Campus: Assigned Campus

Status: Non-Exempt

Paygrade: 504

Term: 178 Days

PRIMARY PURPOSE:

The Catering Supervisor will assist with a variety of duties in the daily operation of Nutrition Services and district campuses. Ensures that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Nutrition Services administration. Ensures caterings are executed in a timely and professional manner. Ensures all operations follow serve safe handling standards.

MAJOR RESPONSIBILITIES AND DUTIES

- **Catering/Responsibilities**
  - Assist the Chef in all aspects of catering services as needed.
  - Prepare all customer invoicing and maintain an accurate catering log.
  - Track all payments for catering.
  - Work cooperatively with staff to accommodate changes, special serving requirements, and resolve catering problems.
  - Provide the highest quality of customer service at all times.
  - Ensure that all catering aspects; organization, ordering, deliveries, set-ups, and pick-ups from events, which may include other required tasks are completed in a timely manner.
  - Direct others to serve and replenish food from counters and steam tables, along with breaking down stations at the end of the catering event.
  - Ensure catering décor is garnished according to district nutrition services set standards.
  - When assisting at a campus location, ensure all necessary production is taking place and quality is at prescribed levels in coordination with the campus Cafeteria Manager.
  - Provide direction and training to nutrition service employees, which may include written instructions, cleaning of all equipment, ensuring food temperatures are taken with correct times in the HACCP log records.
  - Prepare written catering instructions for nutrition services campus employees on a daily basis.
  - Supervise cleaning of all equipment.
  - Complete all other duties as assigned.
- **Safety and Sanitation**
  - Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.
  - Ensure that both food and equipment temperatures are taken at the correct times and recorded properly in the HACCP log.
  - Must be well versed in sanitation standards and must follow and direct others to follow all district and state regulatory rules and procedures.

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- Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Follow established procedures for locking, checking, and safeguarding facilities.

- **Inventory and Equipment**
  - Ensure that appropriate quantities of food and supplies are available through daily catering orders and inventories.
  - Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.
  - Maintain logs on all equipment maintenance required within nutrition services department. Perform preventive maintenance and report needed equipment repairs. Recommend replacement of existing equipment to meet department needs.
  - Conduct regular physical equipment and supplies inventory.
- **Policy, Reports, and Law**
  - Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.
  - Complete annual continuing education requirements.

SUPERVISORY RESPONSIBILITIES

- Monitor and issue work assignments to campus nutrition services employees as needed in coordination with campus Cafeteria Manager or other supervisors.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

High School diploma or GED. Must be Serve Safe certified. Minimum of 18 months of food service experience in a variety of positions to include restaurant and/or catering. School district food service experience preferred.

Knowledge/Skills/Abilities:

- Knowledge of methods, materials, equipment, and appliances used in food preparation
- Knowledge of Serve Safe safety
- Ability to work with numbers (addition, subtraction, multiplication, and division)
- Ability to read communication and menus in English
- Ability to supervise personnel, perform leadership skills, and direct others
- Ability to adapt to working with and around mechanical and electrical equipment safely
- Ability to recognize meal patterns and follow TDA guidelines
- Ability to make change
- Effective organizational, cleanliness, communication, customer service, and interpersonal skills

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Mental/Physical/Environmental Demands:

- Personal computer and peripherals
- Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching
- Frequent moderate lifting and carrying (15-44 pounds)
- Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures; extreme humidity, noise, vibration, microwaves, bacteria/mold/fungi, fumes/vapors/gases, electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces
- Work with frequent interruptions; maintain emotional control under stress