CAMPUS SUPERVISOR/FOOD SERVICES ASSISTANT II

DEFINITION

Under general direction performs a variety of cafeteria and campus security duties including serving meals, completing required paperwork for meals including receiving money and preparing invoices for meals. *Assures student compliance with school policies and regulations and uphold the mission and values of the school.* Patrols school buildings, yards, parking areas and neighboring community area; to maintain order and prevent illegal acts; to do related work as required.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification).

EXAMPLES OF DUTIES

Receives and/or picks up and serves meals; sets up utensils and other condiments and supplies; supervises student help; operates various kitchen equipment; cleans food service facilities, equipment and utensils; transfers food to and from various serving preparation areas. Completes required paperwork including mailing invoices for student lunches, collecting student lunch money, gathering lunch count information and ordering student lunches each day; responsible for the operation and cleaning of kitchen area.

Following a specific schedule touring school buildings and observing groups to prevent altercations and campus disorder; checks students or visitors who appear to be loitering (and are out of class*); intercepts non-students who come on campus during school hours and directs them to either report to the office or leave campus*; supervises student conduct *enforcing school rules, school boundaries and school behavior expectations* to prevent vandalism, thefts and other illegal activities; observes and reports to school officials any acts by persons which contribute to the delinquency or injury of students; *completes written reports accurately and serves as a witness in student conference and disciplinary meetings.*

MINIMUM QUALIFICATIONS

Education and Experience
Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and/or experience which demonstrates ability to perform the duties as described. Experience working with students in structured or unstructured setting is preferred.

Knowledge and Skills
Basic knowledge of institutional quantity food preparation, methods, procedures and service and kitchen safety and sanitation. Must have knowledge of County and site policies, procedures and

regulations regarding appropriate student behavior on grounds or in facilities. Must understand basic security and safety procedures. Requires knowledge of student behavior and the techniques for supervising student in unstructured settings. Must have sufficient interpersonal skills sufficient to deal with normal and possibly confrontational situations. Required basic report writing and record keeping skills.

Abilities
Must be able to assess situations and interpret student behavior; *learn, interpret, apply and explain rules assure student compliance with school and county policies and regulations.* Requires the ability to defuse situations calmly and with authority. Must be able to *write accurate reports and maintain records;* work independently in carrying out the duties of the position.

Physical Ability
Requires the ability to stand for extended periods of time, bend, kneel and stoop. Lifts up to 25 pounds on a continuous basis; may lift medium to heavy objects up to 50 pounds on an occasional basis. Requires the ability to handle hot materials and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials. Required visual acuity to observe people, facilities, situations and movement.

Licenses and Certificates
Valid California Driver's License
Food Handlers Permit

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09/10/14