

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: CAFETERIA PACKAGING MANAGER

BASIC FUNCTION:

Under the direction of the Director of Food Services, prepare and supervise the packaging of a wide variety of foods for serving in a school cafeteria; supervise on-site cafeteria food packagers; and assist in general packaging production.

REPRESENTATIVE DUTIES:

Confer with the Director of Food Services on operational policies, problems concerning menus, time schedules, and production related issues. *E*

Observe health and sanitation regulations and assure compliance. *E*

Supervise on-site cafeteria food packagers. *E*

Direct the maintenance of packaging equipment. *E*

Maintain related production reports, records, inventories, and satellite cafeteria transport records as required. *E*

Calculate quantities of food to be packaged. *E*

Assist and supervise the packaging of food, cleaning of equipment, and cleaning of packaging area. *E*

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Cafeteria Packaging Manager works under the direct supervision of the Director of Food Services. Exercises supervision of cafeteria food packagers.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Proper methods of preparing and cooking foods for large numbers.

Kitchen sanitation and safety.

Methods of cleaning, proper storage and handling as related to food, supplies and equipment.

U.S.D.A. and State regulations and requirements.

ABILITY TO:

Calculate quantities of food to be prepared and packaged
Convert standardized recipes.

4.17**5.6****Page Two**

Supervise on-site cafeteria food packagers.
Communicate clearly and write legibly.
Get along well with others.
Be clean and neat in appearance.
Use sanitary methods in the performance of all duties.
Perform mathematical calculations accurately.
Read, understand and interpret instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years of paid experience in the preparation and packaging of large quantities of food using automated food service packaging equipment.

WORKING CONDITIONS:**ENVIRONMENT:**

Kitchen/production environment.

PHYSICAL ABILITIES:

Seeing to measure ingredients; lifting and carrying moderately heavy objects; dexterity of hands and fingers to operate packaging utensils and equipment; bending at the waist; standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: August 20, 2002