

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

CAMPUS SUPERVISOR/FOOD SERVICES ASSISTANT

DEFINITION:

Under general direction of the Site Administrator or designee, the Campus Supervisor/Food Services Assistant 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 upholds the mission and values of the school. May Patrol school buildings, yards, parking areas and neighboring community areas, to maintain order, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Site Administrator or designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Food Services Assistant:

- Uses a Yuba COE Vehicle to receive and/or pick up meals.
- Serves meals.
- Sets up utensils and other condiments and supplies.
- Supervises student help.
- 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.

Campus Supervisor:

- Tours school campuses, observes and reports student and visitor behavior to enforce school rules and boundaries.
- Re-direct non-students who come on campus during school hours and directs them to either report to the office or leave campus.
- Observes and reports to school administration 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, Training and Experience:

- High school diploma or equivalent is required.
- Experience working with students in structured or unstructured setting is required.

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- Any combination of training and/or experience which demonstrates ability to perform the duties as described.

Knowledge of:

- Quantity food preparation, methods, procedures and service and kitchen safety and sanitation.
- Yuba COE's and site policies, procedures and regulations regarding appropriate student behavior on grounds or in facilities
- Yuba COE's security and safety procedures.
- Student behavior and the techniques for supervising students in unstructured settings.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Operates various kitchen equipment.
- Must be able to assess situations and report student behavior.
- Learn, apply and explain rules to ensure student compliance with school and Yuba COE's policies and regulations.
- Diffuse situations calmly.
- Write accurate reports and maintain records.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students.
- Administer first aid and CPR, if necessary.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching, climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate kitchen and/or office equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

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Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions.

Licenses and Certificates:

- Food Handlers Permit
- Valid California C Driver's License
- Crisis Prevention Intervention (CPI) or equivalent Certificate

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: C

Approval Date: September 17, 2025