

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SUPRVISORY POSITION

JCN: 143
RANGE: 141
EXEMPT

CAFÉ MANAGER

BASIC FUNCTION:

Under the direction of the Program Manager, manage the day-to-day operations of the café; maintain high standards and conditions for the café; foster a positive environment, which provides organized, consistent, efficient, and friendly customer service, ensuring a total quality experience for customers, students and team members; create the tone and personality of the café; advocate and provide training to students and assigned staff; oversee safe work practices; demonstrate a commitment to continuous improvements to the operations and ongoing development of the café; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Act as the Head Chef for the café.
- Collect receipts on a daily basis; complete and reconcile daily cash, credit card, and gift card transaction receipts and prepare the daily close out report.
- Coordinate hours of operation with the Program Manager and adjacent county office facilities.
- Determine appropriate quantity of food items needed for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional values.
- Develop, create, establish and prepare a variety of menu items that would appeal to a wide variety of patrons.
- Maintain routine records as directed; oversee the processing of reports and records, food sold, gift cards and monies collected as assigned.
- Maintain a clean well-merchandised store, following visual presentation plans and standards.
- Manage all aspects of the daily operation of the café.
- May provide catering for meetings and/or county office events.
- Monitor temperatures of food to ensure safety and quality standards are met.
- Obtain and maintain all necessary equipment and supplies to effectively run the café.
- Operate all aspects of the café when students are not available.
- Organize tasks for the day for the students, prepare all aspects of the beverage/meal service.
- Oversee all aspects of café areas required such as dining, kitchen, food prep, service counter and storage areas used for serving food; responsibilities include the safety of food preparation and service, including ensuring all employees who handle, or have responsibility for handling, non-prepackaged foods of any kind, have sufficient knowledge to ensure safe preparation and/or service of the food; minor custodial duties.
- Oversee all cash and media management functions; perform all point of sale duties, front and back of house functions including opening and closing procedures.
- Plan, execute and communicate all sales promotions and new product information.
- Prepare and bake or heat baked goods, main dishes and side dishes and other foods in a timely manner to meet the demands of our patrons.
- Prepare beverages and meals according to stated menu.
- Prepare records of food cooked and food left over; store unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling food to be stored.

- Provide guidance and training to assigned personnel and students with special needs.
- Provide guidance, training and supervision of students with special needs as needed to provide community-based work experience with the support of assigned personnel, teacher and paraeducator(s).
- Replenish beverages, commodities, food, and non-food items as needed.
- Sanitize and maintain food service equipment and appliances, kitchen, serving and dining areas, meeting rooms, restrooms and stock room in a neat, orderly, clean, safe and sanitary condition.
- Serve food according to established guidelines; store food and supplies.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office and restaurant equipment, including but not limited to a computer, cash register and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform other related essential duties as assigned.
- Work a flexible schedule.

KNOWLEDGE AND SKILLS

KNOWLEDGE OF:

- Basic skills of supervision and training.
- Care and use of standard food service equipment.
- Food safety, safe food handling practices as they relate to specific food preparation activities occurring at a food facility.
- Food, food costs, quantity cooking and nutrition.
- Methods of computing food quantities required by prescribed menus.
- Methods of processing and preserving of raw food products.
- Perform a variety of moderately heavy manual tasks.
- Principles and methods of quantity food preparation, ordering, receiving, serving and storage.
- Recipe development and culinary skills.
- Restaurant sanitation.
- Safety procedures relating to food preparation, serving, and maintenance.
- Train and supervise assigned students and staff.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Create and prepare a variety of menu items.
- Operate a wide variety of food service appliances/equipment.
- Organize and assist with overseeing students in obtaining community based work experience in the cafe with the assistance of the teacher and paraeducator.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with all federal, state and local standards.
- Operate a variety of office and restaurant equipment, including but not limited to, a computer and assigned software applications, and a cash register.
- Safely and successfully perform essential job functions consistent with all federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Education and/or training in food and nutrition, food service management, dietetics, nutrition education, culinary arts, business or related field preferred.

EXPERIENCE:

- Three years increasingly responsible experience in preparing meals, including main dishes, deli sandwiches, salads, breads and desserts in the public or private sector in an established restaurant/cafeteria.
- Experience managing a café/restaurant preferred.
- Experience working with persons with special needs preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Food Safety Manager Certificate, Food Safety Certification for Managers, Food Manager's Permit or equivalent is required.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility. .
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.

WORKING CONDITIONS:

ENVIRONMENT:

- Café/restaurant environment, office and/or school facility environment.
- Fast paced, loud, wet and/or humid conditions, hot and/or cold environment.
- Drive a vehicle to conduct work, using own transportation.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climbing or balancing
- 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; understandable voice and speech patterns
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment
- Sitting, standing and/or walking for extended periods of time
- Use hands to handle and/or feel; reach with hands and arms
- Must frequently lift, push, pull or carry up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Exposure to hot foods, equipment and metal objects.
- Exposure to sharp knives and slicers.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: May 24, 2016
Revised: October 1, 2017