

# Cass County Council on Aging

## Job Description

**Job Title:** Cafe Supervisor

**Job Summary:** Under the supervision of the Food Service Director, will plan, organize, develop, and direct the operation of the site's cafe

### **Essential Job Functions:**

1. Reviews menu plans and standardized recipes to determine types and quantities of foods necessary for meals. Removes necessary food products from storage and orders bread, milk and other designated items.
2. Plans cooking schedules so all food items are ready at specific times. Maintains ongoing count of meals to be served and ensures the appropriate quantities of food are prepared for distribution.
3. Performs and oversees preliminary food preparation activities such as washing and paring vegetables and fruits, chopping and slicing vegetables and other foodstuffs, and mixing ingredients.
4. Prepares and cooks main course meats, vegetables, casseroles, and records cooking temperatures. Bakes cookies, brownies, cakes, and other snacks and desserts. Prepares salads, soups, and sandwiches: and serves fruit and other items according to menu plans.
5. Prepares meals for persons with special dietary needs.
6. Utilizes a variety of kitchen utensils and equipment such as blenders, ovens, mixers, grinders, and slicers in the preparation of meals.
7. Maintains sanitary and orderly cooking conditions by ensuring the proper cleaning of meal preparation areas, cooking utensils, dishes, appliances, food storage areas, and floors.
8. Will work a flexible schedule including evenings and weekends as needed for catering functions.
9. Has a basic knowledge of health codes and ensures the café either meets or exceeds codes.
10. Participates and oversees in washing pots, pans and cooking equipment, sweeping, mopping and performing related cleaning and sanitation tasks.
11. Responsible for working COA caterings which commonly occur after hours
12. Supervises food service staff and volunteers.
13. Follows the agency's safety and health procedures to ensure safe working practices.
14. Participates in staff, team meetings and other meetings as required by funding sources.
15. Ensures quality control of food prepared
16. Performs other duties as assigned.

**Education:** High school. Prefer some advanced coursework in nutrition and related areas. Previous computer experience. Some education in nutrition or dietary sciences is preferred.

### **Minimum Requirements:**

1. Good personal hygiene habits to be in compliance with OSHA food service regulations.
2. Reliable transportation to the worksite.
3. Dependability

**Certifications:** Must maintain current CPR, First Aide and AED certification.  
Must have or be willing to get Serv-Safe Certification.  
Certified Nutrition Specialist or Certified Dietary Manager preferred

### **Skills and Abilities**

1. Ability to relate well with people
2. Maturity, tolerance, patience and compassion
3. Ability to work as part of a team with minimal supervision

4. Ability to relate well with people and respect their privacy and lifestyle
5. Ability to organize work and complete assigned tasks
6. Ability to communicate with customers and staff
7. Ability to exercise good judgment
8. Ability to operate kitchen equipment
9. Ability to work under pressure in a fast paced environment
10. Ability to communicate both orally and in writing
11. Ability to accept responsibility

*The above statements are intended to describe the **general** nature and level of work being performed by individuals assigned to this position. They also reflect the minimum skills and experience levels associated with performing the essential job functions. They are not intended to be an exhaustive list of all duties, skills and responsibilities of personnel in this position. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as **general** guidelines that should be considered along job related selection or promotional criteria.*

**Physical Requirements**

- Ability to lift cartons of food weighing up to 45 lbs. and move to counters.
- Ability to lift trays of food weighing up to 25 lbs. and move to counters.
- Ability to endure long periods of standing.
- Ability to reach for food supplies in storage, cooler, and freezer.
- Ability to reach, bend, and stoop to inspect food items and food service equipment.
- Ability to bend to place and remove pans of food from oven.

*Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

**Working Conditions:**

- Works with ovens, freezer, blenders and other pieces of kitchen equipment.
- Exposure to hot stoves, hot trays of food, hot water, and steam.
- Works with sharp knives and other utensils.
- Exposure to extremely cold temperatures while taking foods out of walk-in freezer.
- Exposure to chemical cleaning products.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Executive Director)

*I have read, understand and received a copy of this job description and am able to carry out the responsibilities as listed.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**FLSA Status:** Hourly, Non-exempt  
 Paraprofessional/ Clerical I  
 December 2011