



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE: Dining Room Supervisor REPORTS TO: Assigned Supervisor

- Perform cashiering duties and make change accurately
- Operate standard kitchen equipment safely and efficiently
- Follow and assure compliance with health and sanitation requirements
- Store and rotate food supplies in storage areas according to established procedures
- Wash, cut, slice, grate and assemble food items
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Work independently with little direction
- Add, subtract, multiply and divide quickly and accurately
- Maintain various