

COAST UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: FOOD SERVICE LEAD

SALARY RANGE: 19

DEFINITION

Under the general supervision of the Supervisor of Food Services or the Superintendent or Superintendent's designee, will lead, direct and implement operational procedures for the assigned department and is responsible for the coordination of the food services and nutrition program. Employees in this classification receives limited supervision from the Supervisor of Food Services within a broad framework of standard policies and procedures.

EXAMPLES OF DUTIES

Schedule work and assign duties to department employees; Prepare budgets; Maintain inventories and prepare purchase requisitions; Oversee department operations related to establishing routines, procedures and timeline for completion of departmental duties; Train employees on proper operational procedures, safety and specific job duties; Conduct department meetings as needed; Work to ensure assignments and responsibilities of the department are completed properly and efficiently; Conduct monthly meetings with site management and immediate supervisor; Supervises and participates in the preparation, serving and storage of food, in accordance with legal requirements. Implements operational procedures which ensure that prepared foods are delivered to district sites in a timely, effective and inviting manner; maintains standards of cleanliness and sanitation; with approval, purchases food, supplies and equipment; prepares and maintains a variety of files and records pertaining to the food services program, including computer-based accountability reports; counts, records and deposits daily incomes; prepares daily reports and monthly inventory reports; performs related duties as required; assists food service personnel in the central and satellite kitchens and may perform any of the duties of Food Service 1, 2, or 3 categories.

DESIRABLE MINIMUM QUALIFICATIONS

Education and Experience: College units in school food service management or closely related subjects, i.e. institutional management, hotel catering, business management, home economics. Certification by the CSFSA or other related experience may be substituted.

Three years of food service work, including school and supervisory experience is desirable.

Knowledge and Abilities: Knowledge of principles and techniques of supervision;

principles of safe and sanitary working methods and procedures, food nutrition practices, and methods to efficiently coordinate the food and nutrition programs. Knowledge of principles and methods of quantity food preparation; methods of computing food quantities required by prescribed menus; costing recipes and food items; ability to work from monthly prepared menus; and care and use of food service equipment. Ability to keep accurate and detailed records and file reports in a timely manner through a computerized system as required. Ability to perform moderately heavy manual tasks; read, write, and compute at the level required by the position; assist in the preparation of high quality food, appealing in appearance to children; follow oral and written directions; establish and maintain cooperative and effective working relationships with students and staff.

Successful Completion of Hiring Process

LICENSE/CERTIFICATE REQUIREMENTS:

Valid California Driver's License