

THE POLAND SCHOOLS JOB DESCRIPTION

TITLE: Team Leader

QUALIFICATIONS:

- Current ServSafe Level 2 Certification
- Must have current and relative experience in a cafeteria environment
- Demonstrated aptitude for successful performance of the tasks listed

REPORTS TO: Food Service Director

SUPERVISES: Prep/Server/Cashier Position
Student Workers

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and instructs kitchen personnel in the safe, proper and efficient use of all kitchen equipment.
2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Checks food shipments into school, signing invoices daily after each order has been verified.
4. Utilizes left over foods in a timely, cost effective and appropriate manner.
5. Determines the quantities of food to be prepared daily and the size portion to meet the necessary age requirements.
6. Prepares food according to the planned menu provided by the Food Service Director, and determines if the finished product is of best quality before it is served. May at times make correct substitutions for unavailable food items, with the acknowledgement of Food Service Director.
7. Oversees the security of the storeroom, cooler and freezers, and the maintaining of a correct monthly inventory.
8. Order all supplies as necessary and confers with the Food Service Director on a timely basis.
9. Reports immediately to the Food Service Director and Building Principal any accident occurring in the kitchen or cafeteria premises.
10. Supervises and assists with the daily cleaning of kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils as per HACCP standards.
11. Takes responsibility for their contracted building's breakfast, lunch and ala carte program, as assigned by the Food Service Director.

12. Performs other cafeteria duties as may be assigned from time to time by the Food Service Director.
13. Must be able to perform all duties of all other kitchen positions including, but not limited to prep, cleaning, cashiering, cooking and serving.
14. Completes, or assigns the proper person, the required production records, temperature logs and any other paperwork required by the Healthy Hunger-Free Kids Act (HHFKA) and the National School Lunch Program (NSLP).
15. Must maintain the appropriate levels of professional development as required by the HHFKA and the NSLP.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the Food Service Director or appropriate administrator. Poland Local Schools reserves the right to update, revise or change this job description and related duties at any time.

TERMS OF EMPLOYMENT: Hours, wages and fringes are established by the Board and the OAPSE Union contract.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

The Poland Local School District Board of Education is an equal opportunity employer. Job descriptions are subject to change. This job description is not intended to be a complete list of all job duties to be performed.

Board Approved: 5/21/18

I acknowledge receiving a copy of this job description for Poland Local School District.

Signature

Date