

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **CENTRAL KITCHEN LEAD**
Department: Central Kitchen
Reports To: Director, Food Services

SUMMARY:

Organizes and coordinates the activities and operations of a central kitchen; participates in and oversees the cooking, preparation, storage, sales, and serving of a variety of foods in large quantities; directs, oversees, and monitors the work of other kitchen staff; sets-up and sells food in a snack bar facility, and to do related work as required. Employees in this classification function with a reasonable degree of independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following information is descriptive and is not restrictive as to duties required.)

- * Organizes and coordinates the activities and operation of a central kitchen, directing, coordinating, monitoring, and assisting with the preparation of food in large quantities, in accordance with established recipes, menus, and government and nutrition guidelines.
- * Estimates appropriate quantities of food and the number of staff needed to prepare assigned recipes and food items within established time constraints, ensuring that no overages/shortages occur.
- * Cooks and bakes a variety of foods including main dishes, sauces, soups, meats, vegetables, breads, rolls, cakes, and cookies.
- * Directs, monitors, and assists with the preparation of lunches in accordance with established recipes and governmental and nutritional guidelines.
- * Maintains standards of work, sanitation, and safety.
- * Orders and receives food/supply deliveries, inspecting deliveries for proper quantity/quality and taking appropriate action when discrepancies and problems occur.
- * Ensures that food items are properly stored, cooked, shipped, and served in a safe, sanitary, and timely manner.
- * Reviews, maintains, and prepares necessary records and reports such as menus, production sheets, and inventory.
- * Computes estimates and requisitions/orders food quantities, supplies, and other resources needed for efficient food service operations.
- * Trains, assigns, and monitors the work of others in a lead capacity and arranges for substitute staff as needed.
- * Prepares food for in-services and special functions.
- * Participates in a variety of food service operations and functions as needed, including serving food, selling/collecting meal tickets, and cleaning kitchen equipment and work areas.
- * Operates a variety of food service equipment and machines including warmers, ovens, stoves, boilers, slicers, steamers, hot tables, and mixers.
- * Has responsibility for the delivery of additional food/produce to school sites as needed.
- * Responsible for the opening and closing and the security of the satellite kitchen.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) previous experience in food service or institutional food management involving the planning and preparation of food in large quantities. A ServSafe Manager Certificate is required and/or the ability to receive one.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information in a one-on-one and/or small group setting to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with day-to-day personnel and operational challenges.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid California Driver's License. ServSafe Manager Certificate.

OTHER SKILLS and ABILITIES:

Ability to direct the operation of all phases of central kitchen functions including, use of foodstuffs, cleanliness, sequence of food preparation, and serving techniques. Ability to adjust menus, estimate food requirements, judge food quality, determine food values and make nutritional substitutions within food groups. Knowledge of basic cooking techniques, procedures and proper methods in cooking and/or preparing all types of food in large quantities. Ability to establish and maintain cooperative relationships with cafeteria staff, students, and school personnel. Knowledge of principles, procedures and equipment used in the storage, care preparation, cooking, baking and serving of food quantity. Knowledge of techniques for training and safe work practices. Ability to speak clearly and concisely both in oral and written communications. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

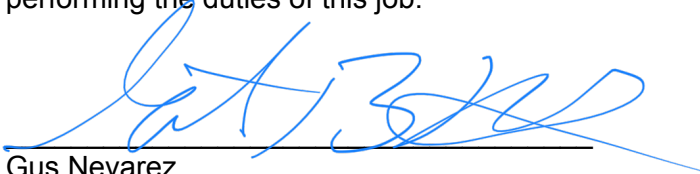
While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

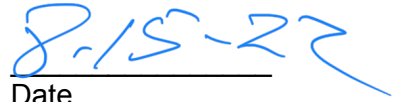
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

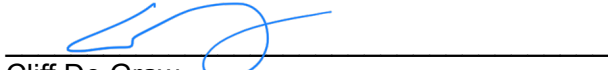
While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burns while performing the duties of this job.



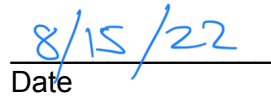
Gus Nevarez
California School Employees Association President
(Chapter #741)



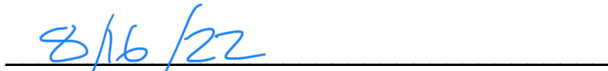
Date



Cliff De Graw
Assistant Superintendent of Personnel Services



Date



Date Approved by the Board of Trustees