

## COFFEE SHOP LEAD

Classification: Nutrition Services

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This 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.

### **Part I: Position Summary:**

Assist kitchen manager, kitchen lead, and/or cook in the performance of a variety of tasks, including: food storage, preparation, serving, clean-up, POS (point-of-sale) meal/sales accounting (secondary only), follow recipes, and completing production records daily. Follow meal programming nutritional and food safety guidelines as established by Federal-USDA, State and District mandates.

### **Part II: Supervision and Controls over the Work:**

1. Receive day-to-day direction from the kitchen manager (elementary/secondary schools), or cook (secondary schools); and receive specific performance requirements, guidelines and directives from nutrition services management. Obtain specific performance requirement, guidelines, and directives from nutrition services management.
2. Oversee and train assistant and student worker, when necessary
3. Work within Federal/State/District/School regulations, policies and procedures; apply and meet professional standards at all times.
4. Follow program chain of command:
  1. Kitchen Manager, Kitchen Lead, Cook, Trainer Rover, or Rover
  2. Nutrition Services Management
  3. Nutrition Services Director

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

#### **1. Food Preparation:**

- a. Store food and equipment in specified locations.
- b. Read and comprehend recipes and follow directions for numbers of meals to be served.
- c. Gather cooking materials; weigh, measure and mix ingredients.
- d. Slice, chop, dice and otherwise prepare food products for cooking.

- e. Assist with food preparation/cooking in accordance with program standards, which include food safety standards (i.e.: food stored/prepared/cooked /held/served at proper temperatures).
  - f. Follow required production planners for effective food preparation and service; read and comprehend recipes and directions for equipment use.
  - g. Learn and follow regulations/guidelines of School Meal Programs and other associated programs.
- Responsible for completing production record daily.

## **2. Food Service, Cleaning, and Maintenance:**

- a. Provide assistance/help to prepare, place and present menus according to set standards, which include merchandising/marketing standards.
- b. Serve food according to set standards that include portion control and customer-service standards.
- c. Provide assistance to secure food, supplies and equipment; protect against loss, theft, or abuse.
- d. Assist in cleaning cooking surfaces, floors, materials, utensils, pots and pans, etc.
- e. Participate in salad bar set-up and dishwashing.
- f. Assist with maintaining program record requirements.
- g. Sub/fill-in other positions when needed.
- h. Attend scheduled training including specific coffee shop trainings.

## **3. Secondary Schools: Operate POS meal computer.**

Perform other duties as assigned by Nutrition Services Management.

## **Part IV: Minimum Qualifications:**

Successful experience in working with culturally diverse families/communities; or demonstrated commitment to strengthening engagement of a diverse community, and skill in communicating with a diverse population.

- Graduation from high school or equivalent.
- Ability to communicate and maintain good working relations with other employees, students, community representatives, school staff and nutrition services management.
- Initiative and ability to follow directions and training from senior personnel, and make sound and logical decisions.
- Ability to: follow required production planners for effective food preparation and service; read and comprehend recipes and directions for equipment use.
- Maintain valid Food Handlers Card.
- Customer service skills.
- Basic computer skills; possess or receive meal-computer/point-of-sale (POS) training.
- Ability to pass pre-placement drug and physical examinations.

## **Part V: Desired Qualifications:**

- Nutrition services experience in a school setting.
- Bilingual and bicultural skills
- Serve Safe Certification.
  
- Basic computer knowledge/skills:
  1. Navigate internet
  2. Email
  3. Folder management

## **Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here represent work expectations/conditions an employee is required to accept & meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties include: frequent need to bend, lift, pull, push, reach, move about, hear and speak; stand and/or move around for a full work shift. Noise level may be high when operating equipment.
- Ability to lift and move up to 50 pounds.
- Specific vision abilities required include: close vision; distance vision; color vision; peripheral vision; depth perception; ability to adjust focus.
- Prescribed safety practices and equipment are to be effectively followed/used at all times to prevent injury to self and others.
- Ability to use computer equipment to generate/complete reports, etc.
- While performing work duties, exposure to blood or other potentially infectious materials or illnesses may occur.