

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **FOOD SERVICE LEAD – SECONDARY SCHOOLS**
Department: Food Services Department
Reports To: Director, Food Services

SUMMARY:

Organizes, oversees, and coordinates the activities and operations of a middle school cafeteria facility and associated snack bars; participates in and oversees the preparation, heating, storing, selling, and serving of Food Service Department program meals and ala carte items; directs and monitors the work of other Food Service Assistant staff; 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 the site cafeteria, satellite locations and associated snack bar facilities
- Serves meals to students with a positive and professional attitude
- Assists in preparation of all meal components, with the possibility of up to 90% of meals prepared from scratch
- Creates and accurately maintains department site production records
- Trains, monitors, and upholds department policies, procedures including but not limited to department HACCP plan
- Maintains standards of work, sanitation, and safety and reports concerns in a timely manner to the food service office
- Directs, monitors, and participates in the preparation of Food Service Department program meals in accordance with established recipes and governmental and nutritional guidelines
- Estimates requirements and orders food, supplies, and miscellaneous kitchen items needed for efficient Food Service operations
- Trains and monitors the work of food services staff and student helpers and arranges for substitute staff as needed
- Monitors Food Service operations and equipment to ensure that food preparation and serving equipment are maintained and operated in a safe and sanitary manner
- Supervises, operates and cleans a variety of Food Service equipment and machines including warmers, ovens, slicers, steamers, hot tables, mixers, refrigeration equipment and point of sale systems
- Maintains and prepares records and reports as required for Food Service Department programs
- Serves and prepares all foods in the manner prescribed
- Loads, drives and transports items in department vehicles as required
- Confirms site timesheets of employees, absence forms and other department documentation are complete/accurate; and submitted to the Food Service office in a timely manner
- Prepares orders, receives, inspects, stores and inventories supplies and equipment
- Responsible for the opening and closing and the security of the school kitchen
- Orders and prepares food for special events as directed
- Counts money received, clears the cash register, and prepares bank deposits daily
- Assists other Food Service employees as necessary
- May prepare food items for satellite kitchens
- Other related duties as assigned

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 within three months of hire date.

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 required or ability to receive one within three months of hire date.

OTHER SKILLS and ABILITIES:

Ability to direct the operation of all phases of satellite cafeteria 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. 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 the preparation of foods that will be attractive to students. 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, serving food on a serving line, etc.

The employee must frequently 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 to below 40 degrees 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.

Board Approved 12/16/2014

Revised, Board Approved 12/20/2022