

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: LEAD, FOOD SERVICE WORKER

BASIC FUNCTION:

Under general supervision, leads and participates in the work of Food Service Workers in preparing, setting up and serving foods to students and staff at a school site kitchen. Oversees and participates in maintaining food service areas, facilities and equipment in a neat, clean, safe and sanitary manner; responsible for ordering food or supplies, resolving problems and answering questions regarding the food service program at the site. Maintains cash drawer and makes change; operates computerized point of sale equipment; prepares daily cash and sales reports; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Lead Food Service Worker is generally assigned to work at school site kitchens with food preparation capabilities: performing the more specialized cooking and food preparation functions under the direction of a Lead Cook or Cook. The class of Food Service Worker is an entry level classification that may be assigned to work at either the Nutrition Center or a school site kitchen and is primarily responsible for the preparation and serving of food.

ESSENTIAL DUTIES:

Assists in maintaining kitchen and equipment in a clean, safe and sanitary condition.

Consults with Food Service Workers in adjusting food counts.

Organizes and participates in the selling and serving of a variety of foods at the point of sale.

Gives oral or written instructions to Food Service Workers in preparing and serving food and in cleaning up.

Resolves day-to-day problems at the school site kitchen, consults with Supervisors to resolve the more complex problems.

Operates computerized point-of-sale equipment; counts money and makes change.

Maintains necessary records and completes required reports; oversees completion of daily reports.

Monitors student meals during lunch participation assuring compliance with the National School Lunch Program.

Answers food service questions and works cooperatively with co-workers, staff, administration and community members.

Makes calculations and completes simple record-keeping forms.

Provides input on Food Service Workers' performance.

Suggests trying new foods in the cafeteria.

Promotes salad bar choices/Teach salad bar techniques.

Encourages fruit/vegetable intake in cafeteria.

OTHER REPRESENTATIVE DUTIES:

May assist with communication between Food Service office and school site staff.

May be responsible for providing special-needs diets and required records/reports.

May assist in the preparation of food products, involving such activities as preparing breakfast and/or lunch items, sandwiches, mixing salads, and preparing fruits and vegetables.

May assist with the organization and setup of serving areas, such as salad bar or steam tables.

May assist in the operation of kitchen equipment, e.g. can openers, mixers, ovens, etc.

May serve students and staff at an assigned school site.

May train and direct student workers in the serving and sale of food items, as well as the cleaning of table tops.

May collect, sort, and distribute key pad cards.

May occasionally oversee and assist in the duties relating to outdoor food service such as BBQ's.

Encourages healthier alternatives at snack/lunch time.

May conduct tours of the cafeteria that highlight nutrition education.

May taste test nutritious foods.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director, Child Nutrition and Food Service Programs, Assistant Director, Child Nutrition and Food Service Programs, or the Food Service Operations Supervisor.

Provides direction and work guidance to assigned Food Service Workers.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s) and food service personnel.

External Contacts: May have some contact with parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Basic principles of sanitation and safety, personal and institutional hygiene.

Computer operation at the intermediate skill level.

Proper use and care of basic kitchen equipment and utensils.

Fundamentals in the preparation of and food(s).

Cash accounting and record-keeping systems.

Basic arithmetic, including addition, subtraction, multiplication and division in all units of measure.

Basic fundamentals of employee motivation and supervision.

Ability to:

Effectively train, lead and obtain the cooperation of Food Service Workers and other staff.

Oversee and participate in duties and responsibilities of Food Service Workers

Train and provide work direction to others

Plan, organize and assign work of others

Prioritize and identify needs and solve day-to-day problems/issues independently

Skillfully handle difficult situations using good judgment

Work courteously and tactfully with co-workers, students, staff and community members.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate effectively with staff, students, teachers, and on-site personnel.

Follow both oral instructions and written directions.

Work independently without on-site supervision.

Understand, be understood, give and carry out instructions spoken and written in English.

Count money and make change accurately.

Perform data entry and operate computer.

Complete required sales and cash reports.

Operate and clean food service equipment.

Work rapidly and efficiently in the performance of assigned tasks.

Assist food service personnel in the preparation, service and distribution of foods.

Perform arithmetic calculations.

Maintain written and numerical records.

EDUCATION AND EXPERIENCE:

Education: High school graduation or equivalency.

Experience: One year experience in food services.
Some experience working with computers (computerized point of sale is desirable).
Work history which indicates an ability to be at work regularly, on time and perform effectively.

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull, or otherwise move objects repetitively. Requires standing and walking for extended periods of time, frequently in confined areas, as well as the dexterity to lift and move moderately heavy containers of food to and from refrigerators, freezers, carts and steam tables. Perceiving the nature of sound, near and far vision, depth perception, providing oral information. The manual dexterity to operate food service related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam table, refrigerator and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

- (1) Possession and maintenance of a valid California Driver's License.
 - (2) A reliable vehicle available for use in the performance of the duties and responsibilities assigned to this classification.
 - (3) Within the first year of employment, must obtain Food Safety Certification from a recognized provider approved by the Department of Health Services. Certificate must be renewed prior to the expiration date.
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PREPARED BY: Classified Personnel Department

DATE: 8/03

APPROVED BY: Board of Trustees

DATE: 2/5/04

APPROVED BY: Personnel Commission

DATE: 2/24/04