

KITCHEN LEAD (ELEMENTARY/SMALL PROGRAMS)

Classification: Nutrition Services

Location: Assigned Building

Reports to: Nutrition Services Manager

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:

Responsible for following day-to-day meal-program operations of a school kitchen/cafeteria to high standards, including those related to: food and supply order, receipt, storage, and inventory, Food preparation, cooking, meal presentation; site cleanliness/sanitation; completing production records daily, and staff training. Follow meal programming nutritional and food-safety guidelines as established by Federal-USDA, and State and District mandates. Assure all staff (including self) meets work-performance expectations.

Part II: Supervision and Controls over the Work:

Works under the general and professional supervision of nutrition services management, and may receive information pertaining to matters related to student management, serving schedules, and school safety protocols from the school administrator. Employee is expected to receive day-to-day direction from the Base Kitchen Manager, while doing the following:

1. Operate with a high level of independence, seeking out the assistance and advice of nutrition services management for more difficult problems; or assist in human-resource management issues.
2. Work within Federal/State/District/School regulations, policies and procedures; apply and meet professional standards at all times.
3. Follow program chain of command:
 - a. Base Kitchen Manager
 - b. Nutrition Services Manager
 - c. Nutrition Services Director

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

1. Kitchen/Cafeteria Responsibilities

- a. Assign work to be done within schedule parameters set by nutrition services management.
- b. Follow day-to-day meal-program operations of a school kitchen/cafeteria to high standards, including those related to:
 - Food/supply order, receipt, storage, and inventory.
 - Food preparation, cooking, with a focus on quality and safety.

- Meal presentation and merchandising.
 - Completing production records daily.
 - Site cleanliness/sanitation.
 - Support and training one to two nutrition assistants and substitute workers.
- c. Forecast and order food and supplies from base kitchen.
 - d. Verify quantity and quality of items received, alerting nutrition management of any issues (i.e.: quality/condition issues; issues with quantity delivered; etc.).
 - e. Inventory items according to established timeline/system; rotates stock in a timely manner.
 - f. Oversee use of and training on equipment; initiate contact with Custodial for equipment repair work orders, as needed.
 - g. Maintain proper safety and sanitation conditions, Alerting Nutrition Services of any concerns.
 - h. Follow dress code as set by the Nutrition Services Department. Remind kitchen staff of dress code, when necessary.
 - i. Respond appropriately to customer concerns/complaints, which include alerting and seeking counsel from nutrition management.

2. Food Preparation

- a. Responsible for food/supply order, receipt, storage, inventory; particularly those related to Forecasting, quality and waste efficiency.
- b. Organize work time to review and use menus, recipes, production specifications and program standards to prepare and cook menued meals to targeted standards; particularly those related to food quality/safety.
- c. Assume lead role in food preparation, cooking and presentation.
- d. Follow production planners for required food preparation and service; follow recipes and directions for equipment use.
- e. Responsible for daily production record.

3. Food Service, Cleaning, and Maintenance

- a. Ensure menus are prepared, placed, presented & served according to set standards, which include those related to marketing, portion-control, customer service and efficiency.
- b. Cleaning food preparation and cooking surfaces, utensils, pots, pans, trays, etc.
- c. Monitor work areas for safety hazards and respond appropriately (i.e.: immediate cleanup of floor spills; fast removal of work obstructions; etc.)
- d. Ensure equipment is clean and well-maintained; that appropriate staff (custodian /food service supervisor) is alerted to equipment in need of repair/service.

4. Administrative and Safety Functions

- a. Food/supply order from base kitchen, receipt, storage, inventory, and safety using prescribed process/system and tools.
- b. Secure food, supplies and equipment; protect against loss, theft, or abuse.
- c. Ensure reimbursable meals are appropriately identified, served and recorded.
- d. Complete program record requirements, which include those related to meal production records, temperature logs and safety inspections.
- e. Maintain awareness of facility and equipment to detect and prevent injuries or damage.
- f. Attend all scheduled trainings.

5. Supervision and Human Resource Management (for operations with multiple cooks and/or assistants).

- a. Ensure kitchen staff is meeting program standards, which include meeting core work-performance standards.
- b. Review timecards for accuracy, then send to Nutrition Services Office.
- c. Provide on-the-job training to nutrition assistant(s) and substitutes, when necessary.
- d. Provide input on kitchen staff work performance.

6. Additional Responsibilities Specific to Small Programs (NUHS).

- a. Forecast and order to cover food/supply needs for multiple menu formats. .
- b. Work independently in small program kitchen.
- c. At secondary schools, perform responsibilities in all areas of point-of-sale (POS/meal computer):
 - Enact and assure timely, accurate accounting of student meal-account funds.
 - Produce and run reports.
 - Operate meal computer to account for daily meals, sales, and bank deposit.
 - Complete and maintain all point-of-sale records.
 - Proficiently conduct POS operation.
 - Effectively manage cash handling and bank deposit procedures.
 - Complete Cash Handling Money Transfer form to prepare and send bank deposits.

7. Additional Responsibilities Specific to Rovers.

- a. Assume kitchen lead or nutrition assistant role, district-wide, at elementary, secondary, and small program kitchens.
- b. Work independently in small program kitchens.
- c. Travel to work in various kitchens, within the district, when necessary.
- d. At secondary schools, perform responsibilities in all areas of point-of-sale (POS/meal computer):
 - Enact and assure timely, accurate accounting of student meal-account funds.
 - Produce and run reports.
 - Operate meal computer to account for daily meals, sales and bank deposit.
 - Complete and maintain all point-of-sale records.
 - Proficiently conduct POS operation.
 - Effectively manage cash handling and bank deposit procedures.
 - Complete Cash Handling Money Transfer form to prepare and send bank deposits.

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.
- One year experience in food/supply order, receipt, storage, inventory, preparation, cooking; nutrition requirements; record keeping and reporting.

- Skill in following required production planners for effective food preparation and service; reading and comprehending recipes and directions for equipment use.
- Ability to communicate and maintain good working relations with other employees, students, community representatives, school staff and nutrition management.
- Ability to effectively provide leadership to a kitchen/cafeteria staff.
- Skill in the use of technology for control, management, and reporting of food service operations.
- Maintain valid Food Handlers Card.
- Must have effective working knowledge basic computer skills, including: internet navigation, email and folder management.
- Customer service skills.
- Ability to pass pre-placement drug and physical examinations.

Part V: Desired 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.

- Nutrition-service experience in a school setting.
- Serve Safe Certified.
- First aid training.
- Bilingual and bicultural skills.

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.
- Ability to use computer equipment to complete reports, maintain inventories, etc.
- While performing work duties, exposure to blood or other potentially infectious materials or illnesses may occur.