3/4/2020
September 2016
FLSA: Non-Exempt
Range: 13 and 14

LEAD MIDDLE SCHOOL FOOD SERVICE WORKER
&
LEAD HIGH SCHOOL FOOD SERVICE WORKER

DEFINITION
Under general supervision, leads, trains, organizes, and directs the activities of the assigned food service staff at an assigned middle school or high school site; prepares and serves a variety of meals to students; determines quantity of food to be made and orders supplies; provides input in menu planning; maintains inventory records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Director of Maintenance and Operations. Exercises technical and functional direction and provides training to assigned staff.

CLASS CHARACTERISTICS
This is a lead-level classification in the food service worker class series responsible for overseeing the ordering, receiving, storing, preparation, service, and sales of food and beverages at assigned middle or high school. Responsibilities include inspecting and attending to assigned areas in a timely manner and providing functional and technical direction to staff. Incumbents are required to be fully trained in all procedures related to the assigned functional area. This class is distinguished from the Food Service Lead I in that the latter provides technical and functional direction to one food service worker and works at an assigned elementary school site with a limited selection of meals and lower volume of food served. This class is further distinguished from the Director of Maintenance & Operations in that the latter has overall responsibility for all food service, transportation, maintenance, and operations programs, functions, and activities.

ESSENTIAL JOB FUNCTIONS
Provides technical and functional direction to multiple staff and/or shifts responsible for preparing and serving a variety and high volume of food and beverages in accordance with proper food handling methods; **monitors** quality of work;-**provides input for** employee evaluations.

- Plans, schedules, prioritizes, and assigns work in consultation with the Assistant Director; provides input on performance evaluations; instructs staff in work procedures.
- Trains employees in work methods, use of service utensils and kitchen equipment and appliances, foods storage, and relevant safety precautions.
- Estimates large quantities of food, supplies, equipment, and materials needed for each day; orders supplies and equipment for menus; maintains records of orders and inventory received.
- Inspects and evaluates work in progress and upon completion to ensure that preparation, delivery, service, and storage activities are performed in accordance with District and health and safety standards.
- Provides input on menu plan preparation.
- Oversees the preparation, packaging, delivery, and service of prescribed menu items; directs and performs majority of the cooking and baking of food; warms **and cooks** food in preparation for meal service; prepares special meals as needed.
- Serves breakfast and lunch meals, al a carte sales, and catering in the cafeteria, snack bar, mobile cart, and/or designated locations.
- Safely operates kitchen equipment and utensils.

- Performs cashiering duties at a point of sale computer terminal/cash register by entering charges and making deposits; researches student account balances.
- Receives and balances monies and prepares daily deposits; maintains appropriate records.
- Packages, counts, and stores unused and leftover food and beverages.
- Oversees and performs cleaning duties to ensure work areas and equipment are clean and sanitary; washes, dries, and puts away equipment, utensils, and appliances; ensures compliance with kitchen sanitation and safety procedures and regulations.
- Serves as point of contact for on-site health inspections; develops and implements corrections and changes as needed.
- Maintains required records such as Hazard Analysis at Critical Control Points (HACCP) temperature logs, inspection documentation, product inventory sheets, production records, and meal count records; prepares a variety of related reports for assigned site food service programs.
- Responds to and resolves issues related to student accounts and balances; communicates with students, parents, and school administrators.
- Performs related duties as assigned.
- Communicate with co-workers and other departments with professionalism and respect.
- Maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers and client representatives.
- Provide clear directions and respond accordingly to employees.
- Competent with use of a computer.

QUALIFICATIONS

Knowledge of:

- **Understands Serv Safe principles.**
- Basic principles of training.
- Principles and methods of high volume food preparation, cooking, serving, and storage.
- Basic math to compute food quantities required by prescribed menus and to complete daily cash balances and deposits.
- Care and use of food service equipment.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safety and sanitation procedures relating to food preparation and serving.
- Principles and procedures of cash collection and handling.
- Nutritional and educational goals of the District.
- Basic principles of record keeping and file maintenance.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of service by effectively dealing with students, parents, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of food service personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and prepare high quality, volume, and variety of food appropriate to the needs of children per established standards.
- Estimate and order accurate quantities of food required using prepared menu plans and worksheets.
- Implement the nutritional and educational goals of the District.
- Practice proper food handling procedures and follow sanitation standards.

- Safely and effectively use kitchen equipment and utensils.
- Perform assigned duties in a fast-paced, demanding, time-limited service environment while maintaining composure and customer service standards.
- Make accurate arithmetic computations; accurately process cash transactions.
- Interpret, apply, and explain federal, state, and local laws, regulatory codes, and procedures relevant to assigned area of responsibility.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Give, as well as understand and follow oral and written instructions.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Must be able to pass strength and agility testing prior to employment
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Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from high school (12) grade and **three (3)** years of experience as a Food Service Worker or related position, including providing on-the-job or formal training in the operation and management of a commercial kitchen.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a valid **Serv Safe certificate.**

PHYSICAL DEMANDS

Must possess mobility to work in a standard food services setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves frequent standing and walking around the kitchen and service areas. Finger dexterity is needed to use knives and other utensils, as well as grasp pans and other kitchen equipment and to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, reach, stoop, and kneel to prepare and package food; and push and pull carts with foods and other kitchen items. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 50 pounds, or heavier with the proper use of equipment.

ENVIRONMENTAL ELEMENTS

Employees work in a kitchen/cafeteria environment and are occasionally exposed to moderate to loud noise levels, cold and/or hot temperatures, chemicals, and food allergens. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.