3/42020
August 2016
FLSA: Non-Exempt
Classification: Classified
Range: 12

LEAD ELEMENTARY FOOD SERVICE WORKER

DEFINITION
Under general supervision, prepares and serves meals to students; maintains food service areas, facilities, and equipment in a clean and sanitary condition; performs daily cash accounting and operation of point of sale terminal/cash register; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Director of Food Service. Gives direction to Food Service Worker(s).

CLASS CHARACTERISTICS
This is the journey-level classification in the food service worker class series responsible for performing the full range of food service preparation and service. In addition, positions are assigned to cashiering services. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Food Service Lead in that the latter is responsible for ordering and receiving the food and for providing technical and functional direction to assigned staff.

ESSENTIAL JOB DUTIES
Prepares and serves food and beverages in accordance with proper food handling methods; cooks food in preparation for meal service; prepares food for delivery; prepares special meals as needed.

- Stores orders in appropriate storage areas; transports items to various school locations as needed; ensures adequate amounts of food items are delivered for the day and in preparation for the next day.
- 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.
- Performs cleaning duties to ensure work areas and equipment are clean, sanitary and safe; washes, dries, and puts away equipment, utensils, and appliances; sweeps and mops spills in the kitchen area; ensures compliance with kitchen sanitation and safety procedures and regulations.
- Performs inventory, ordering of food and beverages, and maintains routine records as directed.
- Responds to and resolves issues related to student accounts and balances; communicates with students, parents, and school administrators.
- Complies with all company safety and risk management policies and procedures.
- Serves as point of contact for on-site health inspections; develops and implements corrections and changes as needed.
- Attends training programs (classroom and virtual) as designated.
- Maintains key control of operations and responsible for activities to ensure opening, closing and daily procedures are completed.
- Performs related duties as assigned.
- Complies with all company safety and risk management policies and procedures.

- Attends training programs (classroom and virtual) as designated.
- Maintains key control of operations and responsible for activities to ensure opening, closing and daily procedures are completed.

QUALIFICATIONS

Knowledge of:

- Understands Serv Safe principles.
- Principles and methods of quantity 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.
- 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.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with students, parents, and District staff.

Ability to:

- Prepare high quality food appropriate to the needs of children per established standards.
- Assist in estimating quantities of food required using prepared menus 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.
- Learn, interpret, apply, and explain federal, state, and local laws, regulatory codes, and procedures relevant to assigned area of responsibility.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Understand and follow oral and written instructions.
- Maintain accurate records.
- Organize own work, set priorities, and meet critical time deadlines.
- 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.
- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Use a computer.
- Provide and understand clear directions and respond to co-workers and customers.
- Pass strength and agility testing prior to employment.

Education and Experience:

- High school diploma or equivalent required.
- Experience preparing and/or handling food in a commercial or institutional setting is preferred.

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 exposed to moderate to loud noise levels, cold and/or hot temperatures, cleaning chemicals, and food allergens.