

# LYON COUNTY SCHOOL DISTRICT-HR Department

## Kitchen Lead

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**Job Group:** Food Service

**Classification:** Classified

**Terms of Employment:** Pay Grade 23 on the Classified Salary Structure (9 Months)

**FLSA Status:** NON-EXEMPT

**POSITION SUMMARY:** Under supervision by Cook Manager, maintain an organized environment where workers, faculty, students and parents feel welcome and are provided with quality meals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Order food/supplies needed for meal preparation
2. Log temperatures of freezers, walk-in, dishwasher, milk coolers and dry storage.
3. Send all reports and forms to manager by due dates.
4. Monitor work habits of employees and address any issues when needed.
5. Monitor equipment to ensure it is in proper working order. Notify proper people for any needed repairs.
6. Report all accidents immediately to the manager and school office.
7. Follow all regulations exactly pertaining to safe food storage/thawing/preparation/disposal.
8. Plan for food to be ready as close to serving time as possible to ensure best possible quality.
9. Maintain kitchen and equipment in such condition that it will pass health department inspections at 100%.
10. Conforms to safety standards as prescribed.
11. Performs and participates in other related duties as assigned by the Food Service Supervisor or designee.

### **POSITION EXPECTATIONS:**

#### **Knowledge and Abilities:**

1. Ability to give instructions and direct other employees in a positive manner.
2. Ability to perform elementary mathematics.
3. Ability to communicate orally and in writing.
4. Ability to work under pressure.
5. Ability to meet predetermined deadlines.
6. Ability to work cooperatively with employees, parents and students.
7. Ability to recognize and report hazards and apply safe work methods.
8. Possess physical and mental stamina commensurate with the responsibilities of the position.

### **POSITION REQUIREMENTS:**

#### **Education and Training:**

1. High School Diploma or equivalent

#### **Licenses and Certifications:**

None

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

### **PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend,

stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORK ENVIRONMENT:** Strength: Exert force to 50 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical kitchen setting and use standard kitchen equipment, stamina to remain standing and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

**Environmental Conditions:** Climate-controlled kitchen setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

**Hazards:** Ovens, kitchen equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIRMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting		X		
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling		X		
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data				
Computer Monitor/ CRT				
Driving a Vehicle				
Working Alone				
Operating Machinery or				

Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards		X		
Ladders ≥ 6 Feet				
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes	X			
Visually Demanding Work				
Near Vision	X			
Far Vision	X			
Depth Perception				
Basic Color Discrimination	X			
Hearing Protection				
Speech Discrimination	X			
Audio Alarms	X			
Ability to Smell	X			

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_