



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** STUDENT NUTRITION SERVICES LEAD COOK  
**REPORTS TO:** Director of Nutrition Services **SITE:** All Schools  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 164 Days  
**SALARY:** Range 141 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** January 26, 2023

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#### **JOB SUMMARY:**

Under administrative direction, coordinate and oversee the planning, scheduling, preparation and distribution of meals at an assigned cafeteria; scratch cook, bake and prepare foods; computer data entry; order supplies; maintain records; understands and works effectively with people of differing cultures; and perform related duties as assigned.

#### **CLASS CHARACTERISTICS:**

Positions in this class are distinguished from other student nutrition services classes by the responsibility for directing cafeteria operations and staff under the supervision of the department Director. Positions in this class are accountable for the proper computer documentation, preparation and cooking of food, and the sanitary condition of the cafeteria. Position incumbents have advanced level knowledge of food services operations and are required to make decisions that have significant impact on the quality of cafeteria services. Positions in this class oversee numerous activities performed by cafeteria staff.

#### **ESSENTIAL FUNCTIONS:**

1. Organize, coordinate, and supervise the daily operations of a district cafeteria including preparation and serving of food; and address cafeteria users' complaints and solve problems.
2. Order all food and supplies from district approved vendors and approved product order guide complying with all required timelines, in quantities that meet site par levels for all products.
3. Prepare a variety of quality meals, including ethnic options, plant based options, and side dishes. Side dishes includes grains, vegetables, and fruit offerings.
4. Cook and prepare a variety of scratch cooked foods and baking items specified foods according to a planned menu and following federal and state regulations.
5. Prepare and offer meal components that must meet reimbursement meal patterns in compliance with USDA and CDE regulations.
6. Check recipes to estimate quantities of ingredients and ensure ovens and refrigerators are set at correct temperatures.
7. May assist department Director with hiring, training, supervising, and evaluating student nutrition staff; developing work schedules; delegating work assignments; and calling for substitute to cover employee absence.
8. Receive, inspect, record and store food (including freezer temperature areas), supplies and equipment; conduct monthly inventory and order supplies; and reconcile all invoices with vendors and send to district office staff.
9. Daily computer entry of the following: daily collection, counting, and recording of money; prepare meal and cash reports; daily production reports, invoices from vendors, and posting of daily menu options for students.
10. Ensure cash is properly accounted for and prepare summary reports and tabulations of transactions; and send deposits daily to the District Office.
11. Maintain cafeteria service records including stock inventory, breakfast and lunch counts, task sheets, production sheets and food consumption.
12. Oversee the clean-up, storage and disposal of leftover food.
13. Maintain sanitary and orderly kitchen, serving and storage facilities.

14. Confer with the school site administrator, Special Education department personnel, Nutrition Services Director and other Student Nutrition Services Lead Cooks regarding the needs and services of the program.
15. Monitor and record food temperatures at regular intervals during heating and cooling of food items.
16. Serve as a cashier, accepting money and POS transactions and assisting in compilation of daily receipts and counts; run daily POS report; fill out production sheet; ensure POS matched check deposits; and enter cash into POS system for the need of the Student Nutrition Services Assistant and Student Nutrition Services Assistant Lead Cook.
17. Run or approve monthly online attendance and timesheet, and electronic reports for submission to the District Office.
18. Responsible for maintaining all required logs, records and paperwork for departmental record keeping; and maintain log for food vending machines refunds.
19. Oversee the set-up of all serving areas.
20. Wash dishes, kitchen equipment and utensils, clean and sanitize food preparation and service areas.
21. Acts as on-site liaison to school administration, staff, students and parents.
22. Prepare and manage meal preparation for additional programs (for community college, and for summer school program on variable basis only.)
23. Assist with other student nutrition duties including deliveries, organization of warehouse area, and or assistance at other sites (for Peninsula High School and summer school program only).
24. Performs related duties as assigned.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Experience:**

- High school diploma or equivalent supplemented by coursework and training in food service operation and management.
- Three (3) years experience working in a school or institutional food service operations including two (2) years in a supervisory or lead capacity
- Serve Safe Certified

**KNOWLEDGE OF:**

- Practices, procedures, proper methods of organizing, preparing, serving, and storing foods in large quantities.
- Proper sanitation and safety requirements in food preparation and cafeteria operations. Methods to estimate and compute food quantity requirements.
- Care and use of standard cafeteria appliances.
- Principles of training, and coordination of staff assignments.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting and moving materials techniques.
- Basic inventory practices and procedures.
- Record-keeping techniques.
- Safe money handling procedures.
- Computer skills including Microsoft office, e-mail, scanning documents and basic data entry.
- Menu planning and daily postings through the use of technology.
- Manage and organize a calendar.

**ABILITY TO:**

- Read materials that include operating and maintenance instructions and procedure manuals.
- Understand, carry out and give oral and written instructions.
- Write routine correspondence and reports.
- Maintain various records related to work performed.
- Make arithmetical calculations involving fractions, decimals, and units of measurement.
- Prioritize schedule, delegate tasks and review the work of others.
- Communicate effectively both orally and in writing and through technology with students, staff, and administration.
- Analyze workplace situations, draw conclusions, and make decisions under the supervision of the department administrator.
- Work with a point of sales system.
- Work cooperatively with others in all services areas of the Student Nutrition Department (Cafeteria, Snack bar, and Food services carts).
- Adhere to food safety monitoring procedures.
- Provide leadership in an efficient, appropriate and pleasant fashion.
- Make decisions quickly and efficiently.
- Maintain harmonious working relations with school officials, school employees, and students.
- Prepare and serve hot and cold menu items to students and staff at an assigned school site.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Operate a computer and a cash register.
- Operate standard kitchen equipment safely and efficiently.
- Read and interpret records to determine proper food quantity specifications.
- Handle hot material and work in an environment dominated by wide temperature extremes.
- Meet schedules and time lines.
- Observe health, sanitation, and safety requirements.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Meet and Understand State of California Universal Mandated Meals Program, Ed Code Section 49501.5

**WORKING CONDITIONS**

**ENVIRONMENT:**

- Food service environment.
- Work is performed in a high school cafeteria environment; subject to heat from ovens, lifting, pulling, pushing and standing for long periods of time.

**PHYSICAL DEMANDS:**

- Stamina sufficient to stand for extended periods of time.
- Dexterity of hands and fingers sufficient to handle cooking tools and to operate food service equipment.
- Speech sufficient to speak in an understandable voice.
- Hearing sufficient to receive instructions and relay information; hear conversations in person and on the telephone.
- Physical strength sufficient to push, carry, and lift large and heavy (35 lbs.) boxes, sacks of food, pots, and kettles.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Vision sufficient to read printed materials, evaluate status of food in preparation, read preparation requirements, read temperature gauges and dials.
- Work in cold and freezer temperature areas.
- Operate a food services cart.

**HAZARDS:**

- Heat from ovens.
- Exposure to very hot foods, equipment and metal objects.

**LICENSES AND OTHER REQUIREMENTS:**

- Must maintain a Serve-Safe certificate from the Department of Environmental Health.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by qualified incumbents of the position. Incumbents may be required to perform job related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**EQUAL OPPORTUNITY EMPLOYER STATEMENT**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.