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## **Central Kitchen Lead Food Service Worker**

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### **JOB SUMMARY:**

Under general supervision of the Central Kitchen Supervisor, plans, coordinates, provides work direction, and performs duties in conjunction with Food and Nutrition Services Workers to ensure the large scale preparation and production of food to be sold and served to students, staff, and those pursuant to Education Code 38082 during meal periods; may assist with catering; maintains assigned areas, facilities and equipment in clean and sanitary condition.

### **CLASS CHARACTERISTICS:**

The incumbent is responsible for establishing and monitoring daily production schedules and providing work direction to assigned staff to meet predetermined food completion and quantity levels. The class of Central Kitchen Lead Food Service Worker is distinguished from Lead Food Service Worker in that the former serves in a lead role and assists in directing the operation of large-scale food production in the District's Central Kitchen.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties:**

- Assist the Central Kitchen Supervisor in the planning, organizing, and coordinating activities of the District's Central Kitchen;
- Review, advise, and update food orders for all school kitchens;
- Assist in menu creation, National School Lunch, School Breakfast, Snack and Supper meal pattern adherence and compliance;
- Train, provide leadership, and work direction to Central Kitchen substitutes and staff;
- Schedule and coordinate production to meet Central Kitchen requirements;
- Safely operate a variety of commercial type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors;
- Participate in the preparation of large quantities of food products for transportation to school site kitchens or for catered events;
- Coordinate daily deliveries to school sites, calculate delivery quantities and needs, ensure proper food quantities on-hand;
- Maintain assigned work areas in a clean, sanitary, and orderly condition;
- Assist in ordering, receiving, inspecting, packaging, and storing of food products, supplies, and materials;
- Maintain inventory records;
- Prepare and maintain paperwork, prepare records and reports as directed;
- Report all job related concerns to the Central Kitchen Supervisor;

- Operate a personal computer, email applications and applicable software, including food service specific software;
- Monitor and record time and temperature to ensure safe food handling per standard operating procedures.

**Other Related Duties:**

- Conduct tours of the District’s central kitchen that highlight nutrition education;
- Taste foods to ensure freshness and palatability;
- Assist in planning and organizing food preparation for special events as necessary.

**SUPERVISION:**

General supervision is received from the Central Kitchen Supervisor.

Provides daily leadership and/or guidance and direction to Food and Nutrition Services staff and substitutes.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principals and methods of large quantity food cooking, baking, serving and storing;
- Operation, care, and maintenance of commercial kitchen equipment and utensils, i.e. mixers, slicers, steamers, convection ovens, etc.;
- Sanitary, safe, and efficient food preparation and handling techniques and procedures;
- Nutrition and dietary requirements and alternative food sources;
- Controlling food costs, using appropriate inventory and portion control procedures and techniques;
- Federal and state lunch and breakfast program requirements; basic nutritional standards;
- English usage including grammar, spelling and punctuation;
- Basic mathematics including addition, subtraction, multiplication and division in all units of measure;
- Basic recordkeeping techniques;
- Basic principles of work safety and personal hygiene;
- Principles of leadership, training, and providing work direction to others.

**Ability to:**

- Effectively organize, coordinate, schedule and operate a large, efficient and cost effective food preparation program;
- Read, interpret, and follow standardized recipes, making appropriate calculations and adjustments, as necessary;
- Coordinate and execute multiple food delivery orders to ensure proper on-hand amounts for meal production;
- Plan and organize work efficiently to ensure effective operations and meet schedules and time lines;
- Analyze and devise efficient and effective food service production methods and techniques;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;

- Operate a personal computer, email, internet computer applications, and applicable Food Service point of sale (POS) and related software;
- Operate a motor vehicle in safe manner;
- Understand and carry out oral and written instructions;
- Communicate effectively with students, staff, and community;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- High school diploma or equivalent.
- Completion of college level coursework in dietetics, institutional food management, quantity food preparation, food and nutrition or closely related area is desirable.

### **Experience:**

- Two (2) years of recent, responsible paid experience in volume food preparation, baking and cooking in an institutional food service operation or school meal program.
- Experience in preparing food for, and coordinating, catered events is highly desirable.
- Experience in developing recipes is desirable.
- Recent experience and training in an agency operation under the National School Lunch Program is highly desirable.

### **Licenses Required:**

- Possession of a valid and appropriate California Driver License is required.
- Possession of a valid Food Safety Manager Certificate is required.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

The job operates in an industrial kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses large commercial kitchen equipment including hot ovens, refrigerator freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position

requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

**Physical Demands:**

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm’s reach. Employment contingent upon passing physical and back evaluation test.

**SALARY RANGE**

Range 27

Classified Bargaining Unit Salary Schedule

New Classification approved by Personnel Commission 12/9/21