

TITLE OF POSITION: Kitchen Lead
CLASSIFICATION: Nutrition Services
LOCATION: School Buildings
SUPERVISOR: Director of Nutrition Services and Building Principal
SALARY RANGE: Placement on Classified Salary Schedule

DUTIES AND RESPONSIBILITIES:

1. Assigns duties to the kitchen staff
2. Accurately keeps all records in assigned kitchen (i.e. staffing, production, temperature logs, etc.)
3. Supervises and provides continuous on-the-job training for employees and student workers at the assigned school.
4. Ensures that the kitchen and work areas are cleaned and properly closed each day.
5. Monitors and participates in the cooking and preparation of daily menu items including raw produce and meats in compliance with district, county and state health requirements.
6. Ensures the quality and presentation of all prepared food in compliance with district nutrition standards.
7. Responsible for keeping inventory and ordering all kitchen supplies.
8. Submits work orders for equipment repair and communicates with the department director for any equipment replacement needs.
9. Monitors the availability and execution of recipes according to district standards.
10. Ensures that an adult is stationed at the point of service all meals.
11. Substitutes in other department positions as necessary.

Each of the positions in the Nutrition Services Department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

QUALIFICATIONS/ABILITIES:

1. High school diploma or G.E.D. required.
2. At least two years professional culinary arts/food production experience in a leadership role required.
3. Ability to read, write, understand and carry out oral/written directions as well as demonstrated ability to do basic mathematic calculations.
4. Demonstrated knowledge of district policies, procedures relating to Nutrition Services as well as the federal, state and local laws/requirements in the following area:
 - a. Breakfast and lunch menu patterns, USDA rules and regulations.
 - b. Proper methods of preparing (including baking) ingredients in large quantities.
5. Ability to perform physical requirements of the position including.
 - a. Occasional lifting (up to a maximum of 40 pounds)
 - b. Reaching overhead
 - c. Climbing on ladder or stool as required
6. Demonstrates positive interactions with staff, students, and public.
7. Strong organizational skills.
8. Must hold a current valid food handler's permit.
9. Membership in WSNA is preferred.
10. ServeSafe certification is preferred.
11. Must be first aid certified. New hires must be able to obtain first aid certification within 90 days of hire.
12. Must be able to promote nutrition education in kitchen and classroom.
13. Must be self-motivated and capable of working in a team setting.

A written test and/or performance may be administered as part of the selection process.

This position is covered by a collective bargaining agreement and is therefore subject to all of the elements of that agreement as well as all Cheney School District policies and procedures. Copies of these documents are on file in the workplace upon request.

