

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	FOOD SERVICE CENTRAL PRODUCTION LEAD
Department:	Food Services
Reports To:	Food Service Director

SUMMARY:

Organizes and coordinates the activities and operations of a centralized production facility; participates in and oversees the cooking, preparation, storage, sales, ordering, and serving of a variety of foods in large quantities; directs, oversees, and monitors the work of other kitchen staff; plans & coordinates production schedule and delivery of items produced, and does related work as required. Employees in this classification function with a reasonable degree of independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following information is descriptive and is not restrictive as to duties required.)

- Organizes and coordinates the activities and operation of a centralized production kitchen, directing, coordinating, monitoring, and assisting with the preparation of food in large quantities, in accordance with established recipes, menus, and government and nutrition guidelines.
- Directs, monitors, and assists with the preparation of Food Services Department program meals in accordance with established recipes and governmental and nutritional guidelines.
- Estimates requirements and orders food, supplies, and miscellaneous kitchen items needed for efficient Food Services operations, ensuring that no overages/shortages occur.
- Trains and monitors the work of Food Services staff and student helpers and arranges for substitute staff as needed.
- Monitors Food Services operations and equipment to ensure that food preparations and serving equipment are maintained and operated in a safe and sanitary manner.
- Supervises, operates, and cleans a variety of Food Services equipment and machines, including but not limited to, warmers, ovens, slicers, steamers, hot tables, mixers, refrigeration/freezers, tilt skillets, blast chillers, dishwashers, point of sale systems, and district vehicles.
- Maintains and prepares records and reports as required for Food Services Department programs.
- Serves and prepares all foods in the manner prescribed.
- Loads, drives, and transports items in department vehicles as required.
- Confirms site timesheets of employees, absence forms, and other department documentation are complete/accurate and submitted to the Food Services office in a timely manner.
- Prepares orders, receives, stores and inventories supplies and equipment; inspect deliveries for proper quantity/quality and takes appropriate action when discrepancies and problems occur.
- Responsible for the opening, closing, and security of the site kitchen.
- Ensures that food items are properly stored, cooked, shipped, and served in a safe, sanitary, and timely manner.
- Participates in a variety of food service operations and functions as needed, including serving food, running point of sale station, and cleaning kitchen equipment and work areas.
- Has responsibility for the delivery of additional food/produce to school sites as needed.
- During the summer, is responsible for the planning, implementation, execution of the summer food programs at multiple sites.
- Other related duties as necessary.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Minimum of 2 years of recent previous experience (within the last 5 years) in food service or institutional food management involving the planning and preparation of food in large quantities is required. A ServSafe Manager Certificate is required or the ability to receive one within 90 days of hire date.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information in a one-on-one and/or small group setting to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with day-to-day personnel and operational challenges.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid California Driver's License. ServSafe Manager Certificate required or the ability to receive one within 90 days of hire date.

OTHER SKILLS and ABILITIES:

Ability to direct the operation of all phases of central kitchen functions including, use of foodstuffs, cleanliness, sequence of food preparation, and serving techniques. Ability to adjust menus, estimate food requirements, judge food quality, determine food values and make nutritional substitutions within food groups. Knowledge of basic cooking techniques, procedures and proper methods in cooking and/or preparing all types of food in large quantities. Ability to establish and maintain cooperative relationships with cafeteria staff, students, and school personnel. Knowledge of principles, procedures and equipment used in the storage, care preparation, cooking, baking and serving of food quantity. Knowledge of techniques for training and safe work practices. Ability to speak clearly and concisely both in oral and written communications. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must frequently lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in temperatures above 100 to below 40 degrees and walks on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burns while performing the duties of this job.

Board Approved 06/04/2024

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