

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SENIOR LEAD FOOD SERVICE WORKER

BASIC FUNCTION:

Under the direction of Nutrition Services Management, trains, leads, and participates in the work of Lead Food Service Workers and Food Service Workers in preparing, setting up, and serving food to students and staff at all school site kitchens. Monitors, trains, oversees, and participates in maintaining food service areas, facilities, and equipment in a neat, clean, safe, and sanitary manner; responsible for ordering food or supplies, resolving problems, and answering questions regarding the food service program at the site. Maintains cash drawer and makes change; operates computerized point-of-sale equipment; prepares daily cash and sales reports; substitutes at school sites; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Senior Lead Food Service Worker is based out of the Nutrition Services Central Kitchen and assists with the school nutrition program monitoring and training of Lead Food Service Workers and Food Service Workers in meal preparation techniques district-wide. They are not directly assigned to a school site kitchen and will report to specific monitoring, training, and/or coverage assignments. Under the direction of Nutrition Services management. The class Lead Food Service Worker is a mid-level classification that may be assigned to work at either the Nutrition Center or a school site kitchen and is primarily responsible for the preparation and serving of food.

ESSENTIAL DUTIES:

Trains Lead Food Service Workers and Food Service Workers to ensure accordance with school nutrition program rules and regulations and efficient working techniques at all school site kitchens.

Drives a district or personal vehicle to travel to the daily assigned school site.

Assists in maintaining kitchen and equipment in a clean, safe, and sanitary condition.

Consult with Food Service Workers in adjusting food counts.

Organizes and participates in the selling and serving of a variety of foods at the point of sale.

Gives oral or written instructions to Lead Work Service Workers and Food Service Workers in preparing and serving food and cleaning up.

Resolves day-to-day problems at the school site kitchen, and consults with Nutrition Services Management to resolve the more complex problems.

Operates computerized point-of-sale equipment; counts money and makes change.

Maintains necessary records and completes required monitoring reports; oversees completion of daily reports.

Monitors student meals during lunch participation assuring compliance with the National School Lunch Program.

Answers food service questions and works cooperatively with co-workers, staff, administration and community members.

Makes calculations and completes simple record-keeping forms.

Supports and guides Lead Food Service Workers and Food Service Workers' performance.

Encourages students to try new foods in the cafeteria.

Promotes salad bar choices/Teach salad bar technique

Encourages fruit/vegetable intake in the cafeteria.

OTHER REPRESENTATIVE DUTIES:

May assist with communication between the Nutrition Services office and school site staff.

May be responsible for providing special-needs diets and required records/reports.

May assist with the organization and setup of serving areas, such as salad bar or steam tables.

May assist in the preparation of food products, involving such activities as preparing breakfast and/or lunch items, sandwiches, mixing salads, and preparing fruits and vegetables.

May deliver food and supplies to satellite school sites.

May assist in the operation of kitchen equipment, e.g. can openers, mixers, ovens, etc.

May serve students and staff at an assigned school site.

May train and direct student workers in the serving and sale of food items, as well as the cleaning of table tops.

May collect, sort, and distribute keypad cards.

May occasionally oversee and assist in the duties relating to school events requiring food.

Encourages healthier alternatives at snack/lunchtime.

May conduct tours of the cafeteria that highlight nutrition education.

May taste test nutritious foods.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director, Nutrition Services, Assistant Director, Nutrition Services, or the Nutrition Services Supervisor.

Provides direction and work guidance to assigned Lead Food Service Workers and Food Service Workers.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s), and food service personnel.

External Contacts: May have some contact with parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE AND ABILITIES:

Knowledge of:

School Nutrition Program rules and regulations for serving reimbursable and compliant meals.

Advance principles of sanitation and safety, personal and institutional hygiene.

Computer operation at the intermediate skill level.

Proper use and care of basic kitchen equipment and utensils.

Fundamentals in the preparation of food(s).

Cash accounting and record-keeping systems.

Basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure.

Basic fundamentals of employee motivation and team-building.

Ability to:

Effectively train, lead, and obtain the cooperation of Nutrition Services staff.

Oversee and participate in the duties and responsibilities of Food Service Workers

Train and provide work direction to others.

Plan, organize, and assign work to others.

Prioritize and identify needs and solve day-to-day problems/issues independently

Skillfully handle difficult situations using good judgment

Work courteously and tactfully with co-workers, students, staff, and community members.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate effectively with staff, students, teachers, and on-site personnel.

Follow both oral instructions and written directions. Work independently without on-site supervision.

Understand, be understood, give, and carry out instructions spoken and written in English.

Count money and make changes accurately.

Perform data entry and operate a computer.

Complete required sales and cash reports.

Operate and clean food service equipment.

Work rapidly and efficiently in the performance of assigned tasks.

Assist food service personnel in the preparation, service, and distribution of food.

Perform arithmetic calculations.

Maintain written and numerical records.

EDUCATION AND EXPERIENCE:

Education: High school graduation or equivalency.

Experience: Two years of experience in a school food services setting in a Lead Capacity.

Experience working with computerized point of sale.

Work history which indicates an ability to be at work regularly, on time, and perform effectively.

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull, or otherwise move objects repetitively. Requires standing and walking for extended periods of time, frequently in confined areas, as well as the dexterity to lift and move moderately heavy containers of food to and from refrigerators, freezers, carts, and steam tables. Perceiving the nature of sound, near and far vision, depth perception, and providing oral information. The manual dexterity to operate food service-related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam tables, refrigerator, and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

- (1) Possession and maintenance of a valid California Driver's License.
- (2) A reliable vehicle available for use in the performance of the duties and responsibilities assigned to this classification.
- (3) Insurability by the District's liability insurance carrier.
- (4) Within the first year of employment, must obtain Food Safety Manager Certification from a recognized provider approved by the Department of Health Services. The certificate must be renewed prior to the expiration date.

PREPARED BY: Human Resources, Classified Department

DATE: 12/12/2024

APPROVED BY: Board of Trustees

DATE: 1/16/2025

APPROVED BY: Personnel Commission

DATE: 12/17/2024