

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

CENTRAL KITCHEN LEAD

DEFINITION

Under direction of the Director, Child Nutrition Services, at central kitchen facility, lead, organize, oversee, and assist in the preparation and serving of food; maintain kitchen facility and equipment in a clean and sanitary condition; and do other related work as assigned.

REPRESENTATIVE DUTIES

Using appropriate judgment and discretion, maintaining a high degree of confidentiality, the Central Kitchen Lead may assist with the following duties involving all aspects of the school district, requesting assistance when needed:

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Plan, organize, schedule and oversee the preparation of food at the central kitchen
- Plan, oversee and prepare, reheat, or cook a variety of food products
- Follow quality standards, standardized recipes, safety procedures, and local, state and federal guidelines
- Assist Director of Child Nutrition Services in menu planning and standardized recipe development
- Assist Director of Child Nutrition Services in coordinating taste tests, nutrition promotions and school wellness campaigns
- Coordinate and oversee the daily production and preparation of all food products at the central kitchen; oversee and assist with distribution to sites using hot and cold holding carts
- Assist to ensure safe preparation and service of food for students with special dietary needs.
- Oversee food service to students and staff
- Responsible for preparing food service area including, but not limited to, steam tables and salad bar
- Maintain clean food service area and store leftover food items according to safety guidelines
- Ensure that reimbursable meals served meet the requirements as specified by the U.S. Department of Agriculture and the State of California
- Operate a variety of standard kitchen equipment; clean and store dishes, utensils, equipment, and food service areas
- Ensure that all equipment in the kitchen area is in safe working condition and report malfunctions when needed

- Responsible for security of food and supplies
- Calculate inventory, requisition, and receive food and supplies for all sites; communicate with vendors
- Utilize the computerized Point of Sale system to record meals served. May collect money and reconcile daily sales, and prepare deposits following district protocols
- Provide guidance and training to Child Nutrition Services staff
- May instruct student workers in safe, sanitary, and efficient food service procedures
- May assist in supervising students
- Resolve student food account issues; provide information about balances
- Prepare specialty food orders
- Prepare deposits and process end of day reports
- Estimate, plan, and adjust quantities of food needed based on site history and complete Daily Production Records
- Review Daily Production Record, plan quantities and orders for all sites
- Order and receive multiple site specialty food orders; coordinate preparation and delivery
- Assist with planning, special menu preparation, and coordinating special events for various sites
- Complete state mandated professional development trainings as required by USDA
- Check district email daily and respond promptly as needed

ORGANIZATIONAL RESPONSIBILITIES

This is the lead position in Child Nutrition Services and functions under the supervision and direction of the Director of Child Nutrition Services; may assign tasks and give direction to others within Child Nutrition Services; does not formally evaluate employees; is not a management position.

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Methods, principals and practices of large-scale food service quantities, including ordering, preparation, inventory, distribution and serving
- Food service safety and sanitation practices and principles
- School Nutrition Program rules and regulations
- Safe operation of kitchen equipment
- Methods of handling money and making change
- Mathematical calculations
- Computer hardware and software skills such as word processing, spreadsheets and data entry
- Proper lifting techniques

Ability to:

- Establish and maintain cooperative and effective working relationships with school staff, colleagues, supervisors, and the public
- Learn district computer software programs
- Plan, organize, prioritize, and delegate responsibilities

- Accurately determine inventory and prepare reports
- Multi-task various work assignments in a time efficient manner
- Meet schedules and deadlines
- Safely operate a variety of standard kitchen utensils and equipment
- Assist in quantity preparation and serving of food
- Maintain and follow all required standards of sanitation and safety
- Assure that food items are prepared, served, and stored properly
- Perform routine cashiering duties accurately
- Understand and carry out oral and written directions
- Communicate clearly and effectively
- Work independently
- Maintain regular attendance and punctuality
- Adapt to changing work priorities

Education and Experience:

- High school graduation or equivalent
- Two years’ experience or courses in quantity cooking, food safety and sanitation, or one year experience in the Food Service Senior classification.

License and Certificate Requirements:

Must hold and maintain throughout employment:

- Valid Serve-Safe certificate or willingness to acquire
- All required licenses and certificates

PHYSICAL DEMANDS, MENTAL DEMANDS, AND WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, feel objects, tools, or controls, reach with hands and arms, bend or twist at the neck, squat, stoop, or kneel, reach above the head, reach forward and bend at the neck and trunk and be on his/her feet for extended periods of time. The employee must have manual dexterity sufficient to handle cooking tools and operate kitchen equipment, push and pull items, and be able to lift and/or move up to 25 pounds, or 50 pounds with assistance. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of the job, the employee will work near or with food preparation equipment and have exposure to detergents, abrasive cleaning solvents, disinfectants and hot and cold temperatures from foods, refrigerators, freezers, and equipment.

Adopted: September 14, 1993

Revised: September 10, 2015

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