

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD PRODUCTION LEAD (RANGE 15)

BASIC FUNCTION:

Under the direction of a Nutrition Services Supervisor, perform a leading role and direct the work of other assigned food production workers; to perform all phases of quantity food production in a large central kitchen operation, with primary focus on mass production, scratch cooking, and the Cook/Chill process; use independent judgment to make decisions relating to the work assigned based on experience, training, knowledge, and ability; may coordinate staff to meet production schedules, assist in maintaining food production areas in a clean and sanitary condition; and to do the related work as may be required.

REPRESENTATIVE DUTIES:

Produce high quality food products in quantities required by school food service programs. *E*

Safely and efficiently operate a variety of highly technical equipment utilizing manufacturer recommendations and industry standards. *E*

Start up, operate, and shut down the high pressure boiler according to OSHA standards. *E*

Maintain all related licenses and permits, scheduling service and inspections as required by law. *E*

Participate in the menu developing process to insure that production needs can be met. *E*

Create and modify standardized recipes using current industry standards. *E*

Collect, assemble, and proportion ingredients accurately following standardized recipes. *E*

Requisition, receive and store foodstuffs, supplies, and materials used throughout the Cook/Chill department, and inventory according to department standards. *E*

Develop and maintain a production record system that verifies production, and complies with USDA regulations. *E*

Assist in the preparation of all products prepared at the Nutrition Center when needed.

Utilize proper sanitary practices consistent with Hazard Analysis Critical Control Point (HACCP) standards throughout all phases of work. *E*

Maintain the facility and equipment in a clean, sanitary and orderly condition. *E*

Train and oversee the work of food production workers in both food production and the proper and safe operation of equipment. *E*

Participate in the annual budget development process, identifying staffing, equipment, and supply needs of the Cook/Chill area. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods of producing large quantities of a variety of Cook/Chill products.

Operation and use of highly specialized Cook/Chill and related equipment.

Laws applicable to the use of a high pressure steam boiler.

Hazard Analysis Critical Control Point (HACCP) standards.

Kitchen sanitation techniques and personal hygiene related to food handling.

Methods and terminology used in food preparation.

Safe working methods, practices and procedures.

Basic arithmetic and record keeping.

Computer operation using software programs.

Work simplification methods.

ABILITY TO:

Skillfully prepare high quality food products.

Compute food quantities and ingredient needs for required menus, including conversion of weights and measures.

Work competently, efficiently and safely with given time constraints.

Work independently.

Establish and maintain cooperative and effective working relationships with others.

Read and comprehend equipment operation and maintenance manuals and apply knowledge to District equipment.

Provide leadership in the coordination and direction of the work of others.

Understand and follow written and oral instructions.

Perform mathematical calculations with speed and accuracy.

Accept change positively and support new ideas and methodologies.

Communicate effectively both orally and in writing.

Learn and follow District policies, regulations, procedures and practices.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED) equivalency. A minimum of two years experience in quality food preparation.

LICENSES AND OTHER REQUIREMENTS:

California driver's license.
Valid Steam Plant Operators' Certificate (Preferred).
California approved Food Safety Certification.
Valid Food Handler's Card .

Rigid sanitation standards must be adhered to and protective clothing must be worn.

WORKING CONDITIONS:*ENVIRONMENT:*

Food service environment.
Work indoors.
Exposure to cold/heat from freezer and stove.
Cooking noises and odors.
Exposure to cleaning fluids.
May travel to other district sites.

PHYSICAL ABILITIES:

Stand, twist, reach, push, pull, and look downward.
Walk, stoop, and kneel.
Squat, climb, foot controls.
Lift/carry up to 25 pounds.
Lift up to 55 pounds.
Grasp, manipulate food items/equipment.
Bending at the neck and waist.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects.
Exposure to sharp knives and slicers.