



Excellence for all.

Job Title: Lead Food Service Worker

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Supervisor of Food Services and/or assigned designee, perform a variety of routine food service activities related to the setting up of servicing areas, preparing, and serving meals to students. Maintains records and reports related to daily point of sale transactions and student accounts; trains and instructs new personnel in methods and procedures for assigned tasks. Travels to various school sites to assist as needed.

Distinguishing Characteristics:

The Lead Food Service Worker classification is the highest, non-management position which transports food, and/or oversees snack bar operations at an assigned school. The Food Services Worker classification is the experienced level class responsible for more technical food service activities such as cooking and baking. The Food Services Assistant classification is the entry-level class in this series.

Representative Duties:

Essential Functions:

- Perform all representative duties and essential functions of the Food Service Worker in addition to the following:
- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Interfaces with students, parents, kitchen staff and District Office personnel in a professional manner.
- Deliver, receive, and check food shipment and prepared foods.
- Assure proper storage of food.
- Prepare and serve food to students in compliance with state and federal standards.
- Maintain accurate count of food usage for meal forecasting and general planning needs.
- Maintain student account records; track and collect student charges and point of sale transactions.
- Maintain safe and orderly flow of students through service lines.
- Maintain work and serving areas in a clean, sanitary, and safe condition.
- Complete daily menu production worksheet.
- Trains and instructs staff.
- Receive, review, and reconcile daily sales reports from school site cafeterias.
- Perform inventory of food and supplies.
- Attend staff meetings as required.
- Perform a variety of general and routine clerical duties; type letters, memoranda, bulletins, reports, requisitions, or other materials, maintain records, logs, inventories, and routine files.
- Assists with scheduling and acts as a liaison between line staff and administration.
- Provide guidance to the Food Service Assistant and Food Service Worker.
- Participate in staff development and in-service training programs as assigned.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- HACCP (Hazard Analysis and Critical Control Point) policies for food and kitchen safety.
- Proper food heating, storage and service requirements and procedures.
- Sanitary procedures and health requirements related to food preparation, storage, and service.
- Safe use and maintenance of kitchen ovens and utensils.
- Perform basic record keeping and menu planning.
- Operation of a computer and data entry techniques.
- Warehouse ordering using current operating systems.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Assist in administering basic first aid.
- Basic fire safety techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Satisfactorily pass and maintain Food Manager certification within the first three months.
- Learn and implement policies and procedures in accordance with USDA and Federal Nutrition Standards guidelines.
- Use available kitchen appliances to facilitate food preparation and storage.
- Set up serving areas.
- Serve food to students.
- Maintain a sanitary kitchen environment.
- Drive an assigned vehicle to pick-up and deliver supplies, equipment, monies, and materials.
- Perform basic mathematical calculations.
- Maintain records and prepare reports.

Education/Experience: Any combination equivalent to sufficient-experience, training and/or education to demonstrate the knowledge and abilities listed above, and one-year general experience in the service of prepared foods, and some office/clerical experience. and successful completion of the Merit examination process is required.

Licenses/Certificates: Valid California Class C driver's license.

Working Conditions:

Environment: Cafeteria and kitchen environment. Driving a vehicle to conduct work. Fumes from vehicle and equipment operation. Adverse weather conditions.

Physical Demands: Dexterity of hands and fingers to operate food service equipment and prepare food items. Ability to read a variety of materials. Hear normal conversation. Standing for extended periods of time. Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by position. Reaching overhead, above shoulders and horizontally. Bending at the waist and kneeling or crouching to lift heavy objects.

Hazards: Kitchen environment subject to heat. Exposure to cleaning agents and chemicals. Driving a vehicle during adverse weather conditions.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 116

Approved by the Personnel Commission: October 23, 2019

Personnel Commission Classification/Compensation Study Approved: July 12, 2023