

NATOMAS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION:	Food Services Team Leader	FLSA:	Non-exempt
DEPARTMENT/SITE:	Nutrition Services	SALARY GRADE:	8
REPORTS TO:	Executive Director of Nutrition Services or Designee		

OVERALL OBJECTIVE AND SUMMARY

Coordinates kitchen activities at assigned location or central kitchen. Performs a variety of food preparation duties according to a variety of planned menus, recipes, and the number of persons to be served. Coordinates food preparation and cooks meals in large quantities for various sites. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders. Maintains food service records in compliance with state and federal requirements.

DISTINGUISHING CHARACTERISTICS

The Food Services Team Leader is the second level of leadership in the food service career pathway and requires leadership. The position requires record keeping while coordinating high-volume food preparation and increasingly complex kitchen activities. The Food Services Team Leader is distinguished from the Food Services Assistant III based on being assigned to a higher-volume school or central kitchen.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prioritizes and assigns work to food service staff at assigned site.
- Models and assists with training of food service staff.
- Prepares and maintains various records and reports on operations and activities including inventory, sales, meals served, monies collected, requisitions, daily reports, and production sheets.
- Recommends and assists in the implementation of department goals, objectives, and day-to-day operations. Implements policies and procedures.
- Monitors the preparation, serving and storage of food to ensure compliance with District and sanitation requirements.
- Orders food and related supplies to support production schedules.
- Monitors the preparation, serving and storage of food to ensure compliance with District and sanitation requirements.
- Monitors the serving of food items to students and staff.
- Participates in the preparation of main dishes, baked goods, and other food items.
- Assures cleanliness and maintenance of equipment and food service supplies.
- Inventories and orders food items and supplies.
- Performs a variety of food service duties as needed to assure timely preparation and service. Operates a variety of kitchen/cafeteria equipment and machines, such as slicers, choppers, steamers, mixers, ovens, and dishwashers.
- Follows established menus when possible and revises menus as needed.

- Attends offsite meetings related to the food service operation.
- Counts money and completes daily reports, following District practices.
- Performs related duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Thorough working knowledge of high-volume food preparation, methods, procedure, and service.
- Considerable knowledge of catering, business record keeping, nutrition, and kitchen sanitation.
- Sufficient human relations' skill to communicate specific information and to achieve a harmonious work setting.
- Must be able to perform basic arithmetic using decimals and fractions.

Ability to:

- Must be able to perform all of the essential duties of the position under general guidance.
- Demonstrated ability to independently maintain and monitor a kitchen environment.
- Must be able to understand and follow District Nutrition Services policies, procedures, rules and regulations.
- Must be able to orient and train food service staff and perform basic bookkeeping functions and complete mandated food service reports.
- Must be skilled in the operation of commercial kitchen equipment.
- Requires the ability to read and understand written directions and recipes and to calculate weights and measurements.
- Must be able to learn, understand and apply safety and sanitation regulations.
- Must be able to reconcile daily money transactions and keep records following District practices.

PHYSICAL ABILITIES

This position requires:

- General arm, hand, leg, and body coordination to use standard large kitchen equipment.
- Physical ability to stand for extended periods of time, stoop, and infrequently lift objects up to 50 pounds.
- Ability to handle hot material and work in an environment dominated by wide temperature extremes.
- Sufficient hand coordination to use kitchen utensils and equipment, and move and position hot materials.

EDUCATION AND EXPERIENCE

The position typically requires completion of high school or equivalent. Additional experience may substitute for education. Requires experience in institutional cooking in an education or equivalent setting.

LICENSES AND CERTIFICATES

- Requires valid California driver's license.