CLASS TITLE: Lead Food Service Worker III

REPORTS TO: Supervisor, Food & Nutrition Services

DEFINITION: Under direction, oversees, coordinates, and performs food preparation and service for a High School. Maintains an inventory of food service items, estimates the quantity of food required, and makes appropriate orders. Directs all food service personnel responsible for preparing, serving, and storing food in accordance with menus; and performs related work as required. Maintains food service records in compliance with state and federal requirements.

EXAMPLES OF DUTIES:

- Directs a large number of food service personnel in the preparation, serving, and storage of food;
- Plans, organizes and coordinates the work of the staff to ensure that meals are ready on schedule;
- Assists in the preparation of meals;
- Estimates quantities of food required;
- Ensures that proper sanitation methods and procedures are being followed;
- Arranges and supervises the proper storage of food;
- Orders and receives foodstuffs and supplies;
- Checks deliveries and invoices for proper quantities and unit cost;
- Trains new employees in the preparation and serving of meals, and the use, care, and maintenance of equipment;
- Oversees the cleaning of the kitchen;
- Prepares daily bank deposit slips, keeps daily records on the amount of food and milk sold;
- Reviews the timesheets of all employees;
- Maintains and conducts inventories of food and supplies;
- Operates all equipment;
- Maintains records and prepares reports.

DESIRABLE QUALIFICATIONS;

Training and Experience:
Requires High School Diploma or equivalent. Four years of experience in institutional or commercial food preparation work, one year of which was in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge of:

- Modern principles and practices in institutional food preparation, service and storage
- Departmental rules and policies regarding the operation of a food service unit
- Use and maintenance of all equipment
- Safety practices and sanitation procedures
- Modern methods and techniques of estimating quantities of food to be ordered
- The principles and practices of effective direction
- Time Management
- Basic arithmetic to calculate recipe quantities to meet the needs of students

- HACCP – sanitation practices related to handling and serving food
- Operate a computer; software knowledge: Microsoft Outlook, Word, Excel, YouTube

- **Skill in:**
- Directing the operation of a large food service unit
- The use and maintenance of all equipment
- Directing and coordinating the work of a large number of subordinates
- Training new employees
- Understanding and following verbal and written directions
- Establishing school site production timelines and employee production timelines to meet the needs of students
- Establishing and maintaining effective working relationships with school officials, students, employees, and the general public
- Making basic arithmetic calculations
- Maintaining records and preparing reports
- Food production timelines to meet the needs of students
- Culinary Skills
- Use of computer and software

- **Physical Abilities**
- Requires the ability to stand for extended periods of time, bend, kneel and stoop
- Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds
- Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes
- Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials

Licenses and Certificates

Certificate of completing a Hazard Analysis Critical Control Point Food Safety System (HAACP) or equivalent safety/sanitation course required. Depending upon assignment, a valid California driver's license and/or first aid training may be required.

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