

Ontario-Montclair School District

NEW JOB DESCRIPTION

CLASS SPECIFICATION Senior Food Service Assistant Range 40

GENERAL PURPOSE

Under general direction, leads and directs employees in the daily operations of the District's central production kitchen in support of the District's school site meal and auxiliary service programs; plans, organizes and directs Central Kitchen Food orders, receiving, storage, preparation and distribution; monitors food production, safety and sanitation to ensure compliance with District, federal and state regulations and policies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is responsible for overseeing the operations and staff of the District's central production kitchen. The incumbent is responsible for ensuring the efficient and effective receipt, storage, preparation and delivery of food to school sites, including monitoring and enforcing applicable federal and state health, safety, sanitation and dietary regulations and guidelines. The incumbent is responsible for ordering raw materials, food items, supplies and equipment for the Central Kitchen.

The Senior Food Services Assistant is distinguished from the Lead Food Services Assistant III in that the incumbent oversees all Central Kitchen daily production processes and staff, while the Lead Food Services III is responsible for food production and packaging in an assigned area of the Central Production Kitchen.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Under management direction plans and organizes the work of the Central Kitchen Staff; with subordinate Leads, develops, implements and monitors work plans to achieve department/site mission, goals and performance measures; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Regularly monitors performance and provides coaching for performance improvement and development; provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
3. Plans, manages, coordinates, monitors and oversees the daily operations of the central production kitchen and all of its various sections, including catering, bakery, cook-chill, ingredients, packaging

and the test kitchen; monitors food quality, safety and sanitation; implements and ensures compliance with all health, safety and sanitation policies, procedures and regulations; participates in menu planning activities and recipe and product development. Performs recipe conversions and/or calculations as needed.

4. Ensures proper utilization and operation of professional large-scale cooking equipment; monitors and administers proper maintenance programs for kitchen equipment-projects needs and places orders for raw materials, food items, supplies and equipment; places emergency orders, add-ons and cancellations as needed for all Central Kitchen Operations.
5. Requisitions and places order for food and goods for catering, dairy, bread, cook-chill, bakery, park and county programs. Manages and oversees in calculating, recording and maintaining Central Kitchen inventory; oversees and participates in the conduct of physical inventories by Central Kitchen staff; analyzes, evaluates and resolves shortage, surplus and other logistical problems and complaints from site leads, administrators, faculty, employees and the public.
6. Oversees the District's catering operations; supervises the organization and coordination of catering events to District offices and school sites; ensures appropriate billings to departments. Maintains accurate documentation of food and labor costs for catering functions.

OTHER DUTIES

1. Attends District and department meetings; prepares and drafts reports as needed.

QUALIFICATIONS

Knowledge of:

1. Methods of quantity food preparation, service and storage, including safe and proper temperature of heated foods and price and portion controls.
2. Federal and state health and safety regulations as they apply to food storage, preparation and service.
3. Principles and practices of inventory management as they apply to food service operations.
4. Principles and practices of purchasing in a public agency and District rules, policies and procedures applicable to the purchase of food commodities, products and supplies.
5. Methods and procedures for efficient staff utilization including time and motion studies and work scheduling.
6. Methods and practices of sanitary food handling and storage.
7. Methods of proper operation and maintenance of commercial grade kitchen and packaging equipment.
8. Safety practices and procedures applicable to a production kitchen.

Ability to:

1. Plan, organize, manage and evaluate the operations of a large food production kitchen, including bakery, cook-chill and packaging for storage and distribution to school sites, and supporting warehouse and test kitchen functions.

2. Ensure that student meal requirements are met at all school sites and respond quickly and efficiently in emergency situations where student needs may not be met.
3. Analyze food service and production kitchen operations and issues, evaluate alternatives and recommend or implement changes to improve cost effectiveness, efficiency and/or service quality.
4. Develop and implement inventory levels and reordering procedures to optimize the cost effectiveness of food storage and purchasing processes in the Central Kitchen.
5. Establish and enforce sound work procedures and quality controls.
6. Operate a computer using word processing, spreadsheet and other business software.
7. Instruct others in the safe and efficient operation of standard kitchen machines and equipment.
8. Maintain records, compile and verify data and prepare reports.
9. Communicate clearly and effectively, orally and in writing.
10. Use tact, discretion and courtesy in dealing with sensitive situations and individuals.
11. Establish and maintain effective working relationships with District and nutrition staff and managers, administrators, faculty and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and at least four years of progressively responsible experience in institutional food service, at least two years of which were in a lead or supervisory capacity. Experience in a public education agency is preferred.

Licenses; Certificates; Special Requirements:

A current and valid ServSafe® Food Protection Manager Certificate

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit, talk or hear, in person and by telephone; distinguish equipment signal warnings and operating equipment sounds; use hands to finger, handle, feel or operate large-scale kitchen equipment, tools and standard office equipment; and reach with hands and arms. The employee is frequently required to lift up to 50 pounds and over 100 pounds with assistance.

Specific vision abilities required by this job include close vision, distance and peripheral vision, depth perception, the ability to distinguish basic colors and shades and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District and nutrition staff and supervisors, administrators, faculty, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works in a large kitchen facility, and the noise level can occasionally be loud. The employee is exposed to wet and humid conditions, extreme heat and cold, airborne particles and fumes, toxic or caustic chemicals and the risk of electrical shock. The employee works around mechanical equipment, may be required to climb ladder and walks on surfaces that may be slippery.

BOARD APPROVED: June 1, 2017