

CLASS SPECIFICATION
Lead Food Service Assistant III

GENERAL PURPOSE

Under general supervision, oversees and participates in food production, cooking, baking and packaging at the District's central production kitchen; determines quantity of food to be made; conducts and maintains inventory records; trains and provides lead work direction to other central production kitchen staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Food Service Assistant III's are responsible for the production, baking, cooking and packaging of food in the central production kitchen for all of the District. Incumbents determine quantities of food to be prepared and adjust or extend recipes as needed to ensure appropriate quantities of food are prepared to meet the District's food services needs so that all students are able to receive a healthy, well-balanced meal.

Lead Food Services Assistant III is distinguished from Lead Food Service Assistant II in that incumbents in the former class are responsible for all food production and packaging for the District at 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. There will typically be an assigned schedule for these duties.

1. Trains and provides lead work direction to Food Service Assistant III's assisting with food production; schedules, plans and designates the daily workload of central production kitchen staff; reviews established menus and production records; processes orders from school sites.
2. Participates in preparing the food needed by the District to meet its food services requirements; determines appropriate quantities of food and adjusts recipes accordingly; assembles, prepares, cooks and portions large quantities of hot and cold food items according to guidelines established by state and District rules and guidelines; mixes and bakes various types of baked goods, including cookies, cakes, pastries, bread, specialty desserts and other baked goods for all District schools and catering; checks products during production and upon completion for conformity to standards; ensures food quality.
3. Receives production assignments, quantities and schedules and prepares dry ingredients for food preparation; pulls inventory needed for ingredients and menus; weighs, measures and checks ingredients, measurements and recipes; prepares and slices meat for packaging department; prepares and grates cheese; prepares beverages and coffee for catering; prepares salads and sandwiches as needed.
4. Prepares food by operating large-scale heavy duty and specialized kitchen equipment such as commercial and proof ovens, boilers, commercial mixers, compressors, proofers, hot carts, jacketed steam kettles, commercial coffee machines, cookie depositors, pump machines, chillers, mobile conveyors, pasta baskets, pressure hoses, scales, slicers, choppers and graters to cook, bake, slice, count, weigh, measure, cut, dice, chop and grate food items.
5. Participates in the test kitchen; weighs and measures ingredients; tests and adjusts recipes to meet USDA guidelines; incorporates and tries new products.
6. Plans, coordinates and participates in preparing and providing service and food for catered events at District and school sites; sets up food and beverages for events and cleans up after events; coordinates and schedules food arrangements for school site events, such as field trip sack lunches, barbecues, snack programs and pizza parties.

7. Oversees food preparation, service, storage and clean-up to ensure compliance with federal, state and District sanitation requirements; supervises clean-up to ensure sanitation standards are followed; inspects food for quality, taste and attractiveness; records cooler and food temperatures to ensure compliance with state and federal regulations.
8. Determines quantities of food to be prepared and places orders weekly for needed food and supplies; receives food items; verifies quantities of requisitioned products; conducts daily and monthly inventories; maintains inventory records and ensures they are current and correct; rotates stock; picks up food and supplies at the warehouse in the event of a menu change; assists food service staff at school sites nutrition centers by writing up food orders for faculty and school site staff.
9. Delivers and picks up food items from school sites and District facilities; loads and unloads food and beverages from a light- to medium-duty truck; operates truck in a safe manner; follows all traffic and safety laws.
10. Performs general cleaning duties to ensure kitchen areas and equipment are clean and sanitary; disassembles, cleans, washes and sanitizes equipment; cleans, washes and sanitizes dishes and utensils; maintains equipment and recommends repair as needed; cleans and sanitizes work areas, carts and coolers.
11. Prepares a variety of routine reports, day end documents and inventory reports and records.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques of overseeing a commercial-scale food production operation.
2. Methods of quantity food service preparation, serving and storing, including safe and proper temperature of heated foods and methods of preparing and serving food in large quantities.
3. Federal and state health and safety regulations as they apply to food preparation and services.
4. Methods used in cleaning and sanitizing kitchen equipment, utensils, appliances and facilities.
5. Standard kitchen utensils, equipment and appliances and methods of use.
6. Standard weights and measures used in cooking.
7. Methods and practices of sanitary food handling.
8. Methods of storing equipment, materials and supplies.
9. Techniques of record-keeping and inventory.
10. Safe work practices.
11. Personal hygiene requirements applicable to assigned work responsibilities.
12. Principles and practices of effective lead supervision.

Ability to:

1. Organize, supervise and coordinate operations at the central production kitchen.
2. Train and provide lead work direction to assigned staff.

3. Prepare, cook, bake and serve large quantities of a variety of food efficiently and effectively under time constraints in a fast-paced environment.
4. Follow, adjust and extend recipes and make proper substitutions as needed.
5. Operate standard kitchen machines and equipment safely and efficiently.
6. Monitor and keep records of food temperatures, quantity of food used and serving portions and prepare reports.
7. Communicate clearly and effectively orally and in writing.
8. Understand and follow oral and written instructions.
9. Use tact, discretion and courtesy in dealing with sensitive situations.
10. Establish and maintain effective working relationships with District management, staff 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 preparation and serving, at least one year of which was in a lead or supervisory capacity.

Licenses; Certificates; Special Requirements:

A current County approved Food Handler's Certificate.

A current ServeSafe 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 stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employees stoops, kneels, bends, crouches or crawls, climbs or balances, lifts up to 50 pounds, with assistance and pushes and pulls up to 100 pounds on carts and pallet jacks.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision 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 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; prepare, cook, bake and serve a variety of large quantities of food efficiently and effectively under time constraints in a fast-paced environment work under intensive deadlines; and interact with District staff 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 a ladder and walks on surfaces that may be slippery.

Board Approval 2/15/2007

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