JOB DESCRIPTION

JOB TITLE: Central Kitchen Lead

Job Family: Food Service

Range: 36

Job Purpose Statement/s: The job of "Central Kitchen Lead" is done for the purpose/s of assisting in planning, organizing and directing the food service program in a central kitchen; provides training to food service personnel; provides food service for approved special events and assists in food service programs to community groups, parents, students and district personnel.

Essential Job Functions:

* **Plans** preparation of "Type A" and a la carte lunch programs.
* **Assures** that sanitary and safe conditions are maintained in the kitchen, food serving areas and dining areas.
* **Directs** and/or participates in the more specialized preparation and/or serving of foods, including preparing main dishes and baked goods, vegetables, salads, desserts and other dishes.
* **Assists** in training of food service personnel.
* **Assists** in requisitioning, receiving and storing of foods and supplies.
* **Estimates** quantities of food and supplies required.
* **Assists** in maintaining proper care in equipment and sanitation of the kitchen.
* **Assists** in inventory and maintaining necessary records.
* **Keeps** a variety of records including the daily cash reports, daily menu analysis and time cards.
* **Supervises** cleanup of general work area.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Four (4) years of prior job related experience in food preparation with increasing levels of responsibility including supervision.
* **Skills, Knowledge and/or Abilities Required:**

  Skills to prepare food in large quantities, plan menus, operate, care for and maintain institutional kitchen equipment, maintain inventory control, use standard office equipment including computer, communicate effectively.

  Knowledge of modern methods of food preparation, health codes and sanitation principles, nutritional requirements. Principals and practices of supervision and training.

  Abilities to stand/walk for prolonged periods, understand and carry out oral and written instructions, communicate and direct other personnel. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling, talking/hearing conversations, near/far visual acuity.
* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License and evidence of insurability.
* **Other**: HACCP Certified