

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **FOOD SERVICE LEAD**  
Department: Site Kitchen  
Reports To: Director, Food Services

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#### **SUMMARY:**

Organizes, oversees, and coordinates the activities and operations of a satellite cafeteria facility and associated snack bars; participates in and oversees the preparation, heating, storing, selling and serving of school lunches and ala carte items; directs and monitors the work of other Food Service Assistant staff; and to do related work as required. Employees in this classification function with a reasonable degree of independence.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** (The following information is descriptive and is not restrictive as to duties required.)

- \* Organizes and coordinates the activities and operation of a satellite cafeteria and associated snack bar facilities
- \* Maintains standards of work, sanitation, and safety
- \* Directs, monitors, and assists with the preparation of lunches and breakfast in accordance with established recipes and governmental and nutritional guidelines
- \* Estimates requirements and orders main entrees, bread, milk products, condiments, and miscellaneous kitchen supplies needed to prepare food items within established time constraints
- \* Completes order sheets for items such as canned goods, supplies, and other resources needed for efficient food service operations
- \* Trains and monitors the work of others and arranges for substitute staff as needed
- \* Monitors satellite kitchen and ensures that food preparation and serving equipment are maintained and operated in a safe and sanitary manner
- \* Operates and cleans a variety of food service equipment and machines including warmers, ovens, slicers, steamers, hot tables, and mixers
- \* Serves prepared food in a lunch line
- \* Maintains and prepares records and reports as required for breakfast and lunch programs
- \* Prepares vegetables, fruits, and other foods from menu
- \* Serves all foods in the manner prescribed
- \* Loads and drives transport vehicles to satellite kitchens as required
- \* Responsible for the opening and closing and the security of the satellite kitchen
- \* Perform other related duties as assigned

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) previous experience in food service or institutional food management involving the planning and preparation of food in large quantities. A Serve Safe Certificate is required and/or the ability to receive one.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information in a one-on-one and/or small group setting to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with day-to-day personnel and operational challenges.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Valid California Driver's License. Serve Safe Certificate.

**OTHER SKILLS and ABILITIES:**

Ability to direct the operation of all phases of satellite cafeteria functions including, use of foodstuffs, cleanliness, sequence of food preparation, and serving techniques. Ability to adjust menus, estimate food requirements, judge food quality, determines food values and makes nutritional substitutions within food groups. Ability to establish and maintain cooperative relationships with cafeteria staff, students, and school personnel. Knowledge of principles, procedures and equipment used in the storage, care preparation, cooking, baking and serving of food quantity. Knowledge of the preparation of foods that will be attractive to students. Knowledge of techniques for training and safe work practices. Ability to speak clearly and concisely both in oral and written communications. Ability to perform duties with awareness of all district requirements and Board of Trustee policies

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register.

The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burns while performing the duties of this job.