

LEAD FOOD SERVICE I

DEFINITION

Under the direction of the Director, Child Nutrition/Food Services, plans, organizes directs and participates in the operation of satellite school kitchen including the preparation, cooking, and serving of meals, cleaning of equipment and food service facilities, ordering food and supplies, and computerized record keeping. Satellite kitchens may exist at elementary, high school, and specialty school sites. These kitchens primarily receive prepared food from transport sites and are responsible for serving, heating, and the assembly of meals.

Distinguishing Characteristics:

The Lead Food Service I is responsible for the daily food service operations at a satellite kitchen location. The Lead Food Service II is responsible for the daily food service operations at an elementary kitchen with on-site food production. The Lead Food Service III is responsible for the daily food service operations at comprehensive high schools with on-site food production.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Food Service Operations Supervisor.

REPRESENTATIVE DUTIES—(Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize and lead a small crew of employees in the preparation, cooking and serving of food to students and staff; oversee and participate in the cooking, baking and preparation of meals in large quantities including main dishes, breads and desserts for serving or distribution to District sites (E).

Oversee and participate in activities to assure food service facilities, equipment and utensils maintained in a clean and sanitary condition; operate dishwashers and wash trays, pots, pans, plates, utensils and other serving equipment (E).

Operate standard food service equipment such as slicers, warmers, ovens, fryers, stoves and carts (E).

Prepare and serve a variety of hot and cold menu items; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; assure compliance with safety and sanitation regulations (E).

Prepare foods for special needs diets. May include but not limited to using blenders to puree food items; using scales and different serving utensils and packaging (E).

Estimate food and supplies needed for operation; requisition, receive and store food and supplies; verify food items received with meal counts; conduct daily and periodic inventories and stock food supplies according to established procedures (E).

Train and provide work direction and guidance to assigned staff; provide input regarding transfers, reassignment, termination and disciplinary actions; arrange employee schedules and assign daily duties; collect and assure accuracy of employee time sheets and provide signature as directed (E).

Operate a computer and assigned software. Input food service data related, inventory, meal counts and employee time sheets into an assigned computer system; maintain automated records; generate a variety of computerized reports. *(E)*.

Determine appropriate quantity of food items for cooking and baking; measure and weigh ingredients; calculate, adjust and extend recipes; maintain food quality standards including appearance and nutritional requirements; provide recommendations concerning daily menus. *(E)*.

Reconcile and account for meals and collected monies; oversee and participate in cashiering duties; count money and make correct change; prepare and assure accuracy of bank deposits; prepare collect, sort, count and mark lunch tickets. *(E)*.

Communicate with administrators, staff and outside agencies to exchange information, coordinate activities and resolve issues or concerns. *(E)*.

Prepare and maintain a variety of records and reports related to sales, personnel, food production and assigned activities. *(E)*.

Mix, slice, grate and chop food items; open cans; replenish containers as necessary. Attend a variety of meetings concerning District food service activities. *(E)*.

Attend district meetings on meal planning, operations, and training. *(E)*.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of quantity food preparation, serving and storing.
- Sanitation and safety practices related to handling, cooking, baking and serving food
- Operation of standard kitchen equipment, utensils and measurements
- Principles of training and providing work direction
- Methods of adjusting and extending recipes and proper substitutions
- Proper methods of storing equipment, materials and supplies
- Inventory methods and practices
- Interpersonal skills using tact, patience and courtesy
- Proper lifting techniques
- Operation of a computer and assigned software
- Basic math and cashiering skills.
- Oral and written communication skills
- Record-keeping and report preparation techniques

Ability to:

- Plan, organize and participate in food service operations
- Prepare, cook, bake and serve food in large quantities
- Estimate quantities, requisition and order appropriate amounts of food and supplies
- Train and provide work direction and guidance to assigned personnel
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Follow, adjust and extend recipes

- Operate kitchen equipment used in cooking and quantity food preparation
- Follow health and sanitation requirements
- Perform mathematical calculations
- Maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities
- Meet schedules and time lines
- Plan and organize work
- Operate a cash register and make change accurately
- Operate a computer and assigned software
- Understand and follow written or oral directions
- Work independently with little direction.

Education and Experience:

Completion of twelfth grade or equivalent. Any combination of education, training and/or experience equivalent to one (1) year of experience in quantity food preparation. Completion of course and passing exam for Certified Food Manager within three (3) months after appointment. Incumbents must maintain a valid Food Safety Manager Certification.

License or Certificate:

First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
Certified Food Manager

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to

- Standing for extended periods of time.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Have dexterity of hands and fingers to operate food service equipment.
- Reach overhead, above shoulders and horizontally.
- Grasp forcefully.
- Walk and bend at the waist, kneel or crouch.
- See to monitor food quality and quantity.
- Lift and/or carry up to 50 lbs to waist height for short distances.
- Push or pull up to 75 lbs for short distances.

Environment:

Food service environment.
Subject to heat from ovens.
Must wear closed toe shoes and adhere to dress code.

HAZARDS:

Heat from ovens.
Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.