



Sequoia Union High School District

Job Description

JOB TITLE:	Food Services Small School Lead
REPORTS TO:	Director of Food Services
CLASSIFICATION:	Classified – M&O
SALARY SCHEDULE:	7.5
WORK - YEAR / HOURS:	9 months
LOCATION:	Various
BOARD APPROVAL:	5/1/19

DEFINITION

Under general supervision, works independently and/or provides lead direction to food service workers at a small school site. Performs and oversees a variety of work related to food preparation and set up, receiving and storage of provisions, cleaning of kitchen equipment, distribution of food to students and staff, collection of money, daily record keeping, and related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a skilled classification in Food Service, able to provide lead direction to other food service workers for the preparation and service of food to students, competent to independently perform the full scope of duties required.

Under general supervision from the Food Services Director and/or Food Services Supervisor, incumbents have primary responsibility for meal planning and preparation, organizing and overseeing staff and perform the full range of duties associated with planning, preparing, and serving food in a cafeteria setting, inventory and meal accountability, serving students and school staff.

EXAMPLES OF DUTIES

- Provides lead direction to food service workers, organizes and assigned tasks, reviews and monitors work and attendance
- Prepares and oversees the preparation of food according to recipe instructions, procedures, and regulations. Uses independent judgement regarding quality, appeal and taste of food
- Coordinates with the Food Service Lead or Culinary Specialist in the ordering, preparation and delivery of food from the Central Kitchen
- Coordinates with Food Service Workers in ordering food and supplies
- Prepares and oversees the receipt of food and supplies, verifies quantities, and ensures their proper storage and rotation

- Responsible for maintaining all required logs, records and paperwork for departmental record keeping
- Prepares and oversees the setup of cafeteria serving areas
- Uses computerized Point of Service terminals to record food and meal sales
- Ensures cash is properly accounted for and prepares summary reports and tabulations of transactions
- Pick up food and supplies from the central kitchen and make school site deliveries as needed
- Participates in serving and distribution of food as needed, may sell food, collect money, enter prepayments
- Washes dishes, kitchen equipment, utensils; cleans/sanitizes food preparation and service areas
- Coordinates the Free and Reduced Meal application process and maintains confidentiality of eligibility information
- Acts as an on-site liaison to school administration, staff, students, and parents
- Monitors, audits, and manages student food accounts and uses the departments negative balance policy to collect funds

QUALIFICATIONS

Knowledge of:

- Basic arithmetic and computer programs
- Safe food handling and work practices
- General and specialized food preparation procedures and routines in a cafeteria setting
- Food components and requirements for school meal programs, Free and Reduced Meal Program regulations, School Wellness Policies, and Competitive Food Sales regulations
- Record-keeping and report preparation
- Principles of personnel training, organization and motivation techniques
- Modern office equipment, including computers and applicable software

Ability to:

- Understand, carry out and tactfully give out oral and written instructions
- Communicate with students, parents and staff
- Prioritize, assign and review the work of others
- Make decisions quickly and efficiently
- Operate food service equipment, terminals and programs
- Provide leadership in an efficient, appropriate and pleasant fashion

PHYSICAL REQUIREMENTS

- The Physical abilities required of this classification may include the following:
- Must be willing to work in a confined area, in warm temperatures and in exposure to cleaning solutions, disinfectants, and possibly bacteria
- Physical ability to stand on feet for extended periods of time
- Physical ability to lift and move of objects weighing as much as 35 pounds
- Manual dexterity to operate food preparation equipment, utensils and tools and to push buttons on point-of-sale terminals
- Vision sufficient to evaluate status of food in preparation, read preparation requirements, read temperature gauges and dials and read computer and point-of-sale terminal displays
- Speech and hearing sufficient to receive instructions and relay information

OTHER REQUIREMENTS

Minimum 1 year of food service experience in a school district or similar setting.

Requires a valid California Driver License, and willingness and ability to travel to various sites within the bay area. Must possess a current manager's level certificate for food safety or obtain one within 6 months of hire.