



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Food Service Lead</b>
<b>REPORTS TO:</b>	Director of Food Services
<b>CLASSIFICATION:</b>	Classified – M&O
<b>SALARY SCHEDULE:</b>	8.5
<b>WORK - YEAR / HOURS:</b>	7 hours / 9 months
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	

### DEFINITION

Under general supervision, provides lead direction to food service workers at a 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 highly skilled classification in food service, providing 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.

Food Service Lead is the supervisory level in the Food Services Department classification series. Under general supervision from the Food Service Director, 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 supervision to food service workers, organizing and assigning tasks, reviewing and monitoring work and attendance
- Plans and oversees the preparation of food according to recipe instructions, procedures, regulations and uses independent judgment regarding appeal and taste of food
- Coordinates with central kitchen regarding menus, preparation and delivery of food, special requirements and other matters
- Coordinates with Food Service Worker II's to order food and supplies from suppliers and vendors
- Places food and supply orders with vendors, suppliers and central kitchen
- Oversees receipt of food and supplies, verifies quantities, ensures proper storage and rotation, maintenance of sanitary conditions
- Oversees the set up of cafeteria serving areas

- Responsible for maintaining all required logs, records and paperwork for departmental record keeping
- Uses computerized Point of Service system to record food and meal sales
- Ensures cash is properly accounted for and prepares summary reports and tabulations of transactions
- Participates in serving and distribution of food as needed, may sell food, collect money, enter prepayments
- May wash dishes, kitchen equipment and utensils, clean and sanitize food preparation and service areas
- Lifts heavy cases of food and beverages up to 35 pounds in weight
- Coordinates the Free & Reduced Meal application process and maintains confidentiality of eligibility information
- Acts as on-site liaison to school administration, staff, students and parents

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic arithmetic and computer programs (Microsoft Office, email, internet)
- Safe food handling practices – Food Safety Certified
- General and specialized food preparation procedures and routines in a cafeteria setting
- Safe work practices
- Food components and requirements for school meal programs, Free & Reduced Meal Program regulations, School Wellness Policies and Competitive Food Sales regulations

#### **Ability to:**

- Understand, carry out and give 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, and terminals and programs
- Provide leadership in an efficient, appropriate and pleasant fashion

#### **Skill in:**

- Proper methods of food preparation, meal distribution, dishwashing, kitchen cleaning and cafeteria equipment use
- Planning and preparing food in the proper proportions for students
- Safe money handling procedures
- Food Service record keeping, storage requirements and inventory management
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **OTHER 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