**JOB TITLE:** Production/Food Service Lead  
**REPORTS TO:** Director of Food Services  
**CLASSIFICATION:** Classified  
**SALARY SCHEDULE:** 8.5  
**WORK - YEAR / HOURS:** 11 months / 7.5 hours  
**LOCATION:** Various  

### DEFINITION

Under general supervision, to provide lead direction to food service workers at the central kitchen and/or a school site, or to perform major preparation of quantity meals at the central kitchen; to oversee production, packaging and distribution of food production; participate in a variety of work related to cleaning of kitchen equipment, meal preparation, receiving and storage of provisions, and the distribution of food to students; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This classification either provides lead direction to other food service workers at an assigned school site; or has primary responsibility for meal preparation, packaging and distribution at the central kitchen. This is a skilled and/or lead level of classification, competent to independently perform the full scope of duties required.

### EXAMPLES OF DUTIES

- Prepares for distribution to schools major meals in large quantities in central kitchen setting;
- Provides lead supervision to food service workers, organizing and assigning tasks, and reviewing and monitoring work;
- Coordinates with warehouse for ordering of supplies and prepared foods; coordinates with central kitchen manager regarding preparation and delivery of food, special requirements, and other matters;
- Receives supplies from warehouse, oversees verification of quantities, and storage of items appropriately according to storage requirements;
- Reviews menus to develop production sheets for food preparation, meal counts, and information about special diet orders; plans or assists in the planning of menus; orders and inventories meats and produce;
- Checks and records temperature of hot food on appropriate logs;
- Itemizes leftover food and plans for its future use;
- Oversees the maintenance of sanitary conditions, and proper storage of foods.
- May wash dishes, kitchen equipment and utensils, manually and operating commercial dish washers, and participate in cleaning and sanitation of food preparation and service areas;
- Prepares and maintains various logs and records;
- Participates in serving and distribution of food as needed.

## QUALIFICATIONS

**Knowledge of:**

- Techniques for organizing, assigning, and reviewing work.
- Basic arithmetic.
- General and specialized food preparation procedures and routines.
- Conventional and special dietary plans.
- Proper use of food preparation, meal distribution, dishwashing, kitchen cleaning and cafeteria equipment.
- Sanitation and safe working practices and procedures.

**Skill in:**

- Prioritizing, assigning, and reviewing the work of others.
- Understanding, giving and carrying out oral and written instructions.
- Consulting with students or others regarding special dietary needs.
- Preparing food in proper proportions at appropriate temperatures.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Using food service equipment and utensils, and appropriate cleaning compounds and disinfectants.
- Maintaining proper food preparation timelines to assure timely delivery to school sites.

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to completion of sufficient informal and/or formal education to ensure successful job performance, and two years of experience in food service work.
OTHER REQUIREMENTS

The physical abilities required of this classification may include the following:

- Must be willing to work in a confined area and in exposure to cleaning solutions, disinfectants, and possibly bacteria.
- Physical ability to stand on feet for extended periods of time, as well as the lifting of objects weighing as much as 40 pounds.
- Manual dexterity to operate food preparation and cleaning equipment, utensils and tools.
- Vision sufficient to evaluate status of food in storage, read storage requirements, and read gauges and dials.
- Speech and hearing sufficient to give and receive instructions and information.