



# Sequoia Union High School District

## Job Description

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

### 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.