



Food Service Lead

Previously
(Food Service Assistant III)

Classified Position

Initial Date: October 8, 1992
Board Approval: January 31, 2012
Revision Date: January 19, 2012
Personnel Commission: April 25, 2012
Range: 39
Reports to Supervisor of Student Nutrition

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Student Nutrition Supervisor, coordinate, oversee and participate in food service operations and activities at an assigned production kitchen including the preparation, serving, distribution, delivery, packaging and selling of food items to meet student and staff needs. Assist in production kitchen inventory, and training of assigned personnel. In the absence of the Food Service Foreperson, be able to operate the kitchen. This job class requires the ability to work independently and to oversee staff and students, and to work effectively with others and the population served.

REPRESENTATIVE DUTIES:

- Oversee and participate in the assembly and production of food according to established procedures
- Train and provide work direction and guidance to assigned personnel
- Lead and participate in activities to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure compliance with established health, safety and sanitary standards and regulations
- Oversee and participate in the preparation of food items and transport carts for distribution; review and verify quantities of outgoing shipments
- Perform cashiering duties as assigned by the position; utilize a computer terminal as required; prepare cash drawers and prepare or assist in preparation and delivery of daily bank deposits
- Assist and maintain a variety of records related to food service assigned activities; process meal applications as assigned
- Operate standard food service equipment; utilize a computer and assigned software as required
- Lock and unlock facility doors as required; turn on and off lights, ovens, warmers and other kitchen equipment
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Knowledge of production kitchen operations and activities including the preparation, serving, distribution, transport, storage and selling of food items
- Ability to coordinate, oversee and participate in food service operations and activities at an assigned production kitchen
- Receive, store, verify and rotate food supplies according to established procedures
- Knowledge of methods, practices and procedures of quantity food preparation, distribution and serving functions
- Knowledge and ability to assist and participate in production kitchen inventory, warehouse and sanitation functions
- Knowledge of quality and portion control techniques
- Ability to communicate effectively both orally and in writing
- Interpersonal skills using tact, patience and courtesy and the ability to maintain effective working relationships
- Ability to assist in training and provide work direction and guidance to assigned personnel
- Ability to operate a computer and assigned software
- Knowledge of record-keeping and report preparation techniques
- Oversee food service cashiering functions and account for related transactions
- Follow and assure compliance with health, safety, and sanitation requirements
- Ability to meet schedules and time lines
- Knowledge of safety practices and proper lifting techniques

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- One year of food service experience is required
- Completion of courses in sanitation, safety, and nutrition is desirable

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California driver's license
- Valid Serv Safe Certificate desirable
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Food service environment subject to heat from ovens and cold from freezers
- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes
- Work surface: Work done primarily on concrete floors

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position
- Dexterity of hands and fingers to operate food service equipment
- Reaching overhead, above shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Seeing to monitor food quality and quantity
- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, loading and unloading of foodstuffs (25-50 pounds)
- Moderate stress level

HAZARDS:

- Cold from freezers
- Exposure to very hot foods, equipment, and metal objects
- Working around knives, slicers or other sharp objects
- Exposure to cleaning chemicals and fumes

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.