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## **Lead Food Service Worker**

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### **JOB SUMMARY:**

Under general supervision of the Food and Nutrition Services Operations Supervisor provides leadership and support to assigned Food Service Staff. Plans, coordinates, provides work direction, and performs duties in conjunction with Food Service Workers to ensure food is ready to be sold and served to students, staff and those pursuant to Education Code 38082 during meal service periods; maintains assigned areas, facilities and equipment in clean and sanitary condition.

### **CLASS CHARACTERISTICS:**

The Lead Food Service Worker class is distinguished from the Food Service Worker in that incumbents in the former class reconcile cash and inventory, perform more complex duties, and work in a lead role at an assigned school site.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties:**

- Train, provide leadership, and work direction to assigned Food Service substitutes and staff;
- Assist the Food and Nutrition Services Operations Supervisor in the coordination of the ordering, preparation, and selling of food at designated sites;
- Collect monies from student and faculty food purchases;
- Maintain and prepare daily reports including total number of student participation in meal programs, funds received, inventory of food items served, returned, or spoiled, etc.;
- Make change, maintain, deposit, and reconcile cash balances in Food Services point of sale (POS) system;
- Travel and drive to transport food and monies to central location(s);
- Receive, store, assemble, and package breakfast, lunch, and other food items;
- Store food in appropriate containers and storage areas to prevent spoilage;
- Set up serving areas;
- Heat and serve prepared meals and food items during meal periods at schools participating in meal programs, ensuring appropriate food temperature;
- Clean kitchen and serving areas, ovens, refrigerators, racks, freezers, sinks and tables as necessary to insure sanitary conditions;
- Report all job related concerns to the Food and Nutrition Services Operations Supervisor;
- Perform data entry, email correspondence, and use Food Services point of sale (POS) software;
- Monitor and record time and temperature to insure safe food handling per standard operating procedures.

**Other Related Duties:**

- Distribute meal applications to students and parents;
- Distribute student account balance letters/email notifications;
- Taste foods to ensure freshness and palatability;
- Move food and serving carts to and from point of service observing safety practices.

**SUPERVISION:**

General supervision is received from the Food and Nutrition Services Operations Supervisor. Provides daily leadership and/or guidance and direction to assigned Food Service staff. Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

- Food serving methods and procedures, such as heating and wrapping food items;
- Sanitary, safe, and efficient food handling and preparation techniques, including storing, proper temperature control, serving and selling food items;
- Inventory, record keeping, and ordering practices;
- Basic principles of work safety and personal hygiene;
- Standard kitchen equipment, utensils, and measurements;
- English usage including grammar, spelling and punctuation;
- Principles of leadership, training, and providing work direction to others;
- Basic mathematics and recordkeeping techniques.

**Ability to:**

- Effectively organize, coordinate and perform Food Service procedures, methods, and techniques in a school environment to ensure efficient operations;
- Lead and provide direction/training on methods and procedures to Food Service staff;
- Independently work safely and efficiently while meeting schedule and time lines;
- Prepare, set-up, and serve food according to established procedures;
- Accurately handle and account for money received and make change;
- Safely and efficiently operate standard kitchen equipment, appliances, and utensils;
- Follow applicable health and sanitation requirements;
- Lift and transport quantities of food and beverage items;
- Work effectively under time constraints;
- Operate a personal computer, email, internet computer applications, and applicable Food Service point of sale (POS) and related software;
- Operate a motor vehicle in a safe manner;
- Understand and carry out oral and written instructions;
- Communicate effectively with students;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

### **Experience:**

- One (1) year of work experience in food preparation in a commercial kitchen facility, serving, cashiering and kitchen sanitation is preferred.

### **Licenses Required:**

- Possession of a valid and appropriate California Driver License is required.
- Possession of a valid Food Safety Manager Certificate is required.
- All of the above licenses and certificates must be maintained as a condition of continued employment.

## **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

The job operates in a kitchen or cafeteria environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses kitchen equipment including hot ovens, refrigerator freezer, and food carts. The incumbent will be subjected to varied temperatures ranging from extreme heat/cold due to ovens, refrigerators, and outside environmental conditions. The incumbent has direct and indirect contact with students, the public, and other district staff. There may be occasional exposure to blood borne pathogens, cleaning agents, fumes, and sharp metal objects. Work surfaces may be slippery. The position requires working with high volume, restricted timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

### **Physical Demands:**

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently stoops, bends at the waist, crouches, reaches at or below the shoulders, grips/grasps objects and tools used in the kitchen. The work involves little to medium physical efforts; frequently exerts 20 – 50 pounds of force to lift and carry; occasionally exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating nutrition service and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

## **SALARY RANGE**

Range 21

Classified Bargaining Unit Salary Schedule

New classification approved by Personnel Commission effective: 3/9/17  
Revisions Effective 5/11/17

Job Description Revisions Effective: 12/9/21