

## FOOD SERVICE LEAD

### BASIC FUNCTION:

Under the direction of the Food Service Manager, plan, oversee and lead food service operations at an assigned high school food service operation; order food from local vendors; assure compliance with local, federal and District food service program requirements, rules and regulations; train, assign and provide work direction to assigned personnel.

### DISTINGUISHING CHARACTERISTICS:

Food Service Worker I incumbents perform basic and routine food service preparation, service and other activities related to the operation of an assigned school kitchen. Incumbents in the Food Service Worker II classification assist in the preparation and estimating daily food quantities and make related adjustments. Incumbents are also assigned to order food from vendors, receive money and prepare daily bank deposits and train and provide work direction to assigned staff.

### REPRESENTATIVE DUTIES:

- Plan, oversee and lead an assigned high school food service operation; assure the serving and storage of food is in accordance with established guidelines and procedures. **E**
- Oversee serving of meals to students, teachers and other staff; participate in food serving and preparation; assure compliance with serving size requirements. **E**
- Assist in the preparation of food service facilities for the serving of main dish and a la carte food items; wash and prepare eating and serving areas; set out food, trays and beverages according to established procedures. **E**
- Train and provide work direction to assigned staff; prepare work schedules and assign duties for assigned personnel and student workers. **E**
- Assist in the preparation and cooking of prepared food items, including hamburgers, burritos, soups and other hot food items according to established menu requirements; operate a deep fryer to cook french fries. **E**
- Assure accuracy of daily cash receipts; reconcile register; count and wrap money; prepare bank deposits; prepare daily report of meals served. **E**
- Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations. **E**
- Prepare and maintain a variety of reports and records including inventory, requisitions, deposits, daily reports, menu planning and production sheets, full and reduced price and free meals for students. **E**
- Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of milk, produce, beverages, food and supplies; utilize proper methods of storing foods. **E**
- Operate a variety of standard kitchen equipment, including a cash register, grill, steam tables, meat slicer, deep fryer and others; report faulty equipment as necessary; drive a vehicle in the delivery of food to satellite food service locations as assigned.
- Attend meetings related to food service operations and activities.
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Operations of a high school kitchen.  
Principles and methods of quantity food service preparation, serving and storage.  
Methods of computing food quantities required by weekly or monthly menus.  
Sanitation and safety practices related to transporting and serving food.  
Record-keeping techniques.  
Principles of training and providing work direction.  
Interpersonal skills using tact, patience and courtesy.  
Computer software

**ABILITY TO:**

Plan, organize and oversee food service operations at an assigned high school.  
Estimate food quantities and requisition proper amounts for economical food service.  
Operate standard cafeteria equipment and appliances including a computer terminal.  
Maintain records and prepare reports.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Graduation from high school and three years experience in quantity food service.

**LICENSES & OTHER REQUIREMENTS:**

Valid California drivers' license. Certification in food safety and sanitation.

**WORKING CONDITIONS:****ENVIRONMENT:**

High school food service environment.  
Subject to heat from grills, cold from walk-in refrigerators and freezers.

**PHYSICAL ABILITIES:**

Lifting, carrying, pushing, or pulling moderately heavy objects.  
Standing and walking for extended periods of time.  
Dexterity of hands and fingers to operate kitchen equipment.  
Carrying, pushing or pulling food trays, carts, materials and supplies.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to assure proper quantities of food.  
Bending at the waist.

**HAZARDS:**

Exposure to very hot foods, equipment, and metal objects.  
Exposure to sharp knives, slicers and other machinery having moving parts.  
Exposure to cleaning agents.

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