

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HOT FOOD PRODUCTION LEAD

BASIC FUNCTION:

Under the direction of the Manager-Food & Nutrition Services Production, plan, organize and direct the activities and operations of a large quantity central food service operation; assure hot food is prepared according to established recipes and quality standards; create recipes for cook/chill system; coordinate taste testing of food; coordinate personnel to meet production schedules; train and provide work direction and guidance to assigned food service staff.

ESSENTIAL FUNCTIONS:

Plan, organize and direct the activities and operations of a large quantity central food service operation; assure hot food is prepared according to established recipes and quality standards; receive and process work orders from a computer.

Coordinate personnel to meet production schedules; assign and schedule rotation of food service personnel at work stations; assure proper position control; make adjustments as necessary; train Food and Nutrition Services Assistants in hot food production and proper use of equipment.

Order, receive, inventory and check ingredients requisitioned.

Accurately follow recipes and update as necessary; create recipes for cook/chill system; extend recipes as needed; set up taste testing with school children.

Maintain standards of efficiency, safety and sanitation.

Clean and maintain food service equipment; notify appropriate personnel of needed repairs.

Operate a variety of food production equipment including a slicer, food processor, vacuum sealer, vegetable washer and other equipment as assigned; order replacement parts as needed; operate a vehicle to conduct work.

Properly prepare, chill and store food appropriately.

Schedule production of food staging and shipping.

Prepare and maintain records of production and temperature of food produced and other records related to assigned activities; record various aspects of work including cooking and chilling.

Assist in preparing catering orders as directed; prepare sack lunches for elementary school students as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods of large quantity food production.

Standard safety and sanitation methods of food handling.

Use, operation and care of specialized large quantity food production equipment.

Methods of cleaning and maintaining food service area, utensils and equipment.

Method and terminology used in food preparation.

Proper lifting techniques.

Principles and practices of training and providing work direction to others.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and direct the activities and operations of a large quantity central food service operation.

Accurately weigh and measure out ingredients.

Operate specialized mechanical and electrical food service production equipment.

Make mathematical calculations quickly and accurately.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain food service production equipment and areas in a clean and sanitary condition.

Maintain records and prepare reports.

Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.

Train and provide work direction and guidance to others.

Meet schedules and time lines.

Understand and follow written or oral directions.

Work independently with little direction.

Speak, read and write English at a level required for satisfactory job performance.

Maintain consistent, punctual and regular attendance.

Stand for extended periods of time.

Move hands and fingers to operate food service production equipment.

Reach overhead, above shoulders and horizontally.

Bend at the waist, kneel or crouch.

Use proper lifting methods.

Use proper techniques to push or pull items on rolling rack or cart.

Hear and speak to exchange information.

See to read printed materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and four years of increasingly responsible experience in the preparation of large quantities of food.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Certification.

Valid California Class C driver's license.

Floor-lift 41 pounds, arm-lift 41 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

Driving a vehicle to conduct work.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.