

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD FOOD AND NUTRITION SERVICES -SECONDARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and participate in the operation of a middle or high school cafeteria including the preparation and serving of meals, cleaning of equipment and preparation area, ordering of food and supplies and computerized record-keeping; train and provide work direction to assigned staff.

ESSENTIAL FUNCTIONS:

Participate in the preparation and serving of meals at a middle or high school cafeteria; utilize preplanned menus and average number of meals served using meal estimates.

Oversee the operation of food carts, snack bars and speed lines at assigned school site.

Administer the free/reduced lunch program; assess the needs of students for the free/reduced lunch program; send information to food service operations for verification; conduct random audits and process applications to verify continued qualification of students as assigned.

Estimate needs and order entrees, vegetables, produce, fruit juices, bread, milk, condiments and other food and supplies.

Assure menu items are prepared and served according to established timelines.

Receive and properly store foodstuffs and supplies.

Assure that regulations pertaining to sanitary practices are observed.

Serve food in food lines.

Clean trays, cooking utensils, serving utensils, counters and equipment; communicate with maintenance staff any issues as needed.

Direct the work of student helpers and cafeteria personnel.

Sell and issue daily, weekly and monthly meal accounts as directed; make deposits to student accounts; maintain deposit and participation records.

Maintain records of menus served as required; prepare daily and monthly reports.

Balance cash drawers; prepare cash deposits and maintain related records.

Train and provide work direction to assigned staff in procedures and methods of tasks assigned.

Assist in the evaluation of assigned staff; participate in the interview process for new employees; assist in the discipline process of staff as assigned.

Operate a variety of kitchen equipment including a convection oven, walk-in freezers and other equipment as required; operate a computer and applicable software; assure proper working condition of kitchen equipment; contact appropriate personnel for repair as needed; operate a vehicle to conduct work as assigned.

Communicate with staff, students and parents as necessary.

Attend assigned meetings.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods of quantity food preparation and serving.

Standard safety and sanitation methods.

Use and care of food service equipment.

Proper lifting techniques.

Operation of a computer and applicable software programs.

Basic record-keeping techniques.

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

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Prepare and serve food in large quantities.

Estimate quantities, requisition and order appropriate amounts of food and supplies.

Maintain records and prepare reports.

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

Establish and maintain cooperative and effective working relationships with others.

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

Train and provide work direction and guidance to others.

Operate standard kitchen equipment safely and efficiently.

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 equipment.
Reach overhead, above shoulders and horizontally.
Bend at the waist, kneel or crouch.
Use proper lifting methods.
Hear and speak to exchange information.
See to read printed materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in quantity food preparation and serving.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Certification.
Valid California Class C driver's license.
Floor-lift 41 pounds and 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.