

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: OPERATIONS LEAD - FOOD AND NUTRITION SERVICES

BASIC FUNCTION:

Under the direction of the Director, Food and Nutrition Services, plan, organize and participate in the operation of an elementary, middle school, high school, and/or packaging kitchen operation. Includes the preparation and serving of meals, cleaning equipment and preparation area, ordering of food and supplies and computerized record-keeping; train and provide work direction to assigned staff. May travel to various school sites as directed by Director.

ESSENTIAL FUNCTIONS:

Plan, organize and direct food production and food service operation activities as assigned by the Director.

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

Administer 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.

Prepare and maintain records of production and temperature of food produced and other records related to assigned activities; to assure that regulation pertaining to sanitation practices are observed.

Operate a variety of kitchen equipment including a convection oven, walk-in freezer 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.

Accurately follow recipes and update as necessary; extend recipes as needed; assure that menu items are prepared and served according to established guidelines; set-up taste testing with school children.

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

Maintain menu production records of menus served as required; oversee the operation of food carts, snack bars and speed lines at assigned school site.

Use forecasting to estimate needs and order entrees, vegetables, produce, fruit juices, bread, milk, condiments and other food and supplies.

Order, receive, prepare and properly store and inventory foodstuffs and supplies appropriately.

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.

Communicate with administrator, FNS 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:

- Drive to sites as necessary.
- 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.