



HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

LEAD FOOD SERVICE WORKER

JOB PURPOSE STATEMENT: The job of Lead Food Service Worker is done for the purpose of being the site contact person for information coming from the Nutrition Services Department and site administration; ordering, inventorying, preparing, and distributing food items for consumption by students and school personnel; and maintaining facilities in a sanitary condition.

Essential Job Functions:

- **Arranges** food and beverage items to serve students and staff
- **Cleans** utensils, equipment, storage areas, food preparation areas, and serving areas to maintain sanitary conditions
- **Collects** payments (e.g. cash and/or point of sale) to complete meal transactions
- **Completes** appropriate paperwork to provide food and money accountability
- **Cooks** food, either prepared or from scratch, to meet mandated nutritional requirements and projected meal requirements
- **Estimates** food preparation amounts to meet projected meal requirements and minimize waste
- **Inspects** one or more items of food and/or supplies to verify quantity and specifications of orders and/or comply with mandated health requirements
- **Prepares** documentation to provide written support and/or convey information
- **Responds** to inquiries of students, staff, and the public to provide information regarding the School Nutrition Programs.
- **Serves** one or more items of foods to meet mandated nutritional requirements and/or requests of students and school personnel
- **Stocks** food, condiments, and supplies to maintain adequate quantities, and rotates stock for freshness
- **Trains and** assigns workers in food preparation, cooking, meal service, sanitation, and safety procedures as well as other duties.
- **Communicate** with staff all department, district, state, and federal policies and procedures relating to School Nutrition Programs
- **Performs** accurate monthly food and supply inventories to ensure necessary stock
- **Prepares** daily and/or weekly orders for food and supplies according to ordering calendar
- **Provides** informal feedback to supervisors regarding the quality, efficiency, and culture of the school site's kitchen staff.

Other Job Functions:

Assists other personnel, as needed, to support them in the completion of their work activities

Directs assigned, substitutes, and/or volunteers to assist them in performing their functions in a safe and efficient manner

Job Requirements - Qualifications

Knowledge is required to perform basic math (addition, subtraction, multiplication, and division); to read instructions, write simple sentences and utilize effective oral and written communication; and to apply common sense understanding of detailed multi-step instructions. Ability to communicate using email, phone, or other means while maintaining professional etiquette at all times.

Skills are required to perform multiple basic non-technical tasks. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in trade; performing standard clerical procedures; and preparing and maintaining accurate records.

Abilities are required to deal with a level of complexity of tasks that require significant coordinating of equipment operations; to practice discretion, independent action, and/or judgment when using a variety of equipment; and to interact with persons and/or agendas that frequently change. Specific abilities include adhering to safety practices; being attentive to detail; meeting deadlines; and working under time constraints.

Responsibility: Work is normally reviewed in detail.

Working Environment: The job functions are generally performed in an indoor /outdoor environment requiring the following significant physical abilities: lifting a minimum of 50 lbs.; stooping, kneeling, crouching and/or crawling; reaching; handling, fingering and/or feeling; sensory speaking, hearing and visual.

Educational Requirements: A high school diploma or equivalent is required.

Experience Requirements: Two years of job-related experience within specialized field, with increasing levels of responsibility, is a prerequisite.

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Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance; and a Food Handler's Card are required. Employees in this position must also obtain and maintain Food Safety Manager Certification.

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