

CENTRAL SCHOOL DISTRICT

Job Title: Lead Food Service Worker

Occupational Group: Food Service

Reports to: Director of Child Nutrition and Purchasing

Pay Range: 19

Date of Board Approval: 7/18/2021

Work Year: 10 months

DEFINITION

Under the direction of the Director of Child Nutrition and Purchasing, organize and coordinate the operation of a school food service program; perform skilled functions in the preparation, cooking and baking of a variety of foods; requisition receive and store food items and supplies; maintain and prepare a variety of computerized records and reports; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or its equivalent.
- It is desirable that this be supplemented by training or course work in nutrition, quantity food preparation, menu planning, safety, sanitation, or other closely related areas.
- Certified Professional Food Manager Certificate (to be obtained within twelve (12) months of employment)
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

Experience:

- Two years of experience in quantity food preparation, service and facility maintenance in a commercial, institutional or school food service setting.

Knowledge and Abilities:

Knowledge of:

Methods, procedures and techniques for preparing, cooking, baking and serving food in large quantities; standard food service terminology, appliances and equipment; sanitation and safety practices and procedures; menu planning, nutrition and National School Lunch program requirements; basic mathematical record keeping, money handling and banking procedures; methods and procedures for requisitioning, receiving and storing of food items and supplies; methods and techniques of personnel organization and leadership; safe working methods and procedures; basic computer operations.

Ability to:

Effectively and efficiently prepare, package and serve large quantities of food within time constraints; effectively organize, schedule and lead food service personnel; analyze and determine food items, supplies and materials requirements; maintain records and files and prepare clear and precise reports; count money, make change, operate a cash register and keep required records; operate a variety of food processing equipment; perform mathematical calculations; compile data and prepare clear and accurate records; understand and carry out oral and written directions; establish and maintain cooperative and effective working relationships with those contacted in the course of the workday including staff, students and parents; course of the workday; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice.

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ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Plan, schedule, lead and participate in the preparation and serving of a variety of meals and baked goods utilizing prepared menus and recipes. E
2. Assist in menu planning and adhere to predetermined menus. E
3. Lead participate and review quality and portion control; wrapping, arranging and storage of food to ensure appropriate and efficient use of food items and supplies. E
4. Maintain the food service facility and equipment in a clean, safe and sanitary condition. E
5. Plan and prepare employee work schedules; schedule substitutes as necessary. E
6. Maintain a variety of computerized files and records and check for and correct errors. E
7. Provide technical input into the performance appraisal of food service workers. E
8. Lead and participate in inventories food items and supplies. E
9. Work with supervisor to provide staff development in current food service practices. E
10. Function as a cashier, including the counting of monies and developing cash receipt records. E
11. Assist in the control or management of inappropriate student behavior.
12. Order and receive food and kitchen supplies on a weekly basis and prepare appropriate paperwork.
13. Receive, inspect and confirm the quantity and quality of items delivered.

WORKING CONDITIONS

Kitchen environment; position requires working indoors and outdoors and at times in inclement weather; employee will be exposed to a variety of environmental conditions; extreme cold (walk-in refrigerator/freezer); heat (stoves, ovens); position requires lifting, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases; blood borne pathogens exposure and anti-social behavior.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

This position is subject to Board Policy 4112.4, which requires persons who are offered employment in certain classified positions to submit to pre-employment physical examinations.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach lift up to 40 pounds, push, pull, reach overhead, kneel, squat, climb stairs and climb ladders; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.