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## Lead Food Service Worker

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**JOB DESCRIPTION:**

Under supervision of the Food Service Supervisor, direct and participate in the operation of the Central Kitchen. Perform a variety of tasks, including processing federal forms, and preparing, cooking and serving foods in large quantities. Coordinate and monitor the duties of food service workers in a lead capacity.

**QUALIFICATIONS:**

1. Knowledge of basic food quantity, preparation, service and sanitation principles as it applies to school food service.
2. Ability to follow written and verbal directions; read and write in English; perform assigned tasks without close supervision.
3. One year of paid or unpaid experience in a kitchen, preferably in a school setting.
4. Education: High School Diploma or GED.
5. Possess a valid California Driver's license.
6. Possess Serv-Safe Certificate or the ability to obtain one.

**TYPICAL DUTIES:**

1. Provide leadership, direction, and training to food service personnel; assign job duties and oversee the completion of assigned tasks.
2. Directs and participates in the preparation, serving and/or transporting of food for daily menu and special events.
3. Requisitions food and supplies from the warehouse.
4. Assures overall quality and quantity of food served.
5. Operates and maintains equipment in the kitchen.
6. Directs and assists in the cleaning of dishes, pots, pans, utensils, kitchen equipment and food service areas.
7. Completes daily production records for elementary schools.
8. Ensures general sanitation and safety procedures are followed.
9. Directs student helpers.
10. Requisitions custodial supplies and equipment as needed.
11. Assures that kitchen and storage area are clean and organized.
12. Handle and dispose of refuse, using proper sanitation.
13. Maintain records and prepare reports with electronic (POS) system through department's software program—reconciling till amounts once deposits are collected.
14. Responsible for daily deposit at the high school.
15. Prepare bank depository.
16. Performs other duties as required.

**PHYSICAL REQUIREMENTS:**

1. Physical agility to frequently stoop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 lbs. shoulder height and occasionally lift in excess of 50 lbs. with assistance.
2. Demonstrate normal depth perception.
3. Stand or walk for extended periods of time.
4. Specific vision abilities required include close vision, distance vision, color vision, depth perception and the ability to adjust focus.
5. Verbal communication including the ability to hear at normal room levels.
6. Ability to use telephones and office equipment.

**WORK ENVIRONMENT:**

Work is performed in indoor and outdoor environments, with exposures to dusts, oils and cleaning chemicals. May work on ladders. May work with exposure to moisture. Some exposure to childhood and other diseases in a school environment. Regular contact with other school district staff and students. Frequently exposed to extreme cold and heat from freezers and ovens. Works near and with mechanical parts as in mixers and slicers.

**IMMEDIATE SUPERVISOR:** Food Service Supervisor

**ASSIGNMENT:** 184 days per year, 6 hours per day

**SALARY:** CFTA Salary Schedule: Range 30