

**Corning Union High School District
Job Description**

JOB TITLE: Food Service Lead

Salary Range: 13

Department/Family: Food Services

Immediate Supervisor: Director of
Food Services

Approved By: Board of Trustees

DEPT/FAMILY: Food Service Family

IMMEDIATE SUPERVISOR: Director of Food Services

DEFINITION:

Under the direction of the Director of Food Services, maintains the smooth and successful operation of the kitchen and cafeteria. Prepares /bakes/ cooks food, and serve meals in accordance with all State, Federal, and local regulations. Assists the Director of Food Services in ordering supplies, training employees, maintaining inventory and completing necessary paperwork and record keeping.

Position is differentiated for Food Service Worker I by experience in cooking and baking, increased levels of responsibility for ordering, inventory and recordkeeping.

May act in a lead capacity in the absence of the Director.

ESSENTIAL FUNCTIONS:

- Review, input, and assure security of free and reduces lunch forms.
- Using various kitchen equipment, cooks main dishes; bakes breads and desserts, prepares vegetables and other foods.
- Checks recipes and estimates quantities of supplies needed.
- May provide clear instructions to Food Service staff and foster a spirit of teamwork.
- Plans, directs, and evaluated the kitchen workforce in the preparation, cooking and serving of regular and modified meals to students and employees.
- Review Daily Production records for accuracy and entry of required software application.
- Print and maintain production records for State and Federal audit review.
- Balance cash register drawer(s)
- Prepare cash deposit for the Director of Food Services
- Operates POS terminal during breakfast and lunch, follows and enforces established portion size, sanitation practices, safety practices, and student behavior rules.
- Maintains clean and sanitary conditions in the facility in order to ensure the highest degree of cleanliness of food production and service areas.
- Plan a Weekly and Daily menu for student meals.
- Key in electronic menu and nutrition displays.
- Maintains established standards of quality and quantity in food preparation and presentation.
- Maintains the appropriate service temperature of all foods.
- Orders food and supplies. Ensures cost-effective ordering practices.
- Helps coordinate other Food Service Workers and student workers, apprising the Director of Food Service of the situation which may require his or her attention.
- Perform related duties and responsibilities as assigned.
- Prepares, cooks, and serves a variety of meals to students; adheres to recipes and nutritional guidelines for menu planning; arranges breakfast, lunch and dinner plans for next-day meals.
- Monitors the kitchen procedures and sanitation practices to ensure established security and sanitation regulations are followed.

Revised: 11/2/18
Approved:

- Coordinates kitchen activities with Food Services Supervisor to meet daily production demands.
- Inventories and orders various produce, meats, vegetables, canned and dry goods, dairy products and other foods and kitchen items; receives and stocks supplies.
- Plans, assigns, and assists food service workers in setting priorities in daily food preparation.
- Performs other related duties as assigned.

ENVIRONMENT:

- Work is subject to constant interruptions.
- Work is performed in the kitchen, cafeteria, food storage areas, and dish room
- Exposure to uncomfortable working conditions and equipment hazards including exposure to heat, noise, air contaminants, fumes or dust including odors from cooking, hard cleaning agents, and other skin irritants.
- The noise level in the work environment is usually moderately loud in kitchen and other student areas.
- Regular contact with students and school staff.
- May be required to lift and carry heavy items weighing up to 50 pounds.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate all modern kitchen equipment
- Requires frequent walking, sitting or standing for extended periods of time, kneeling and bending, reaching horizontally and overhead to retrieve and to store supplies and records.
- May require employee to stoop, kneel, crouch, or crawl; and taste or smell.
- Employee must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job function.
- Hearing and speaking to exchange information in person and on the phone.
- Must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.
- Work frequently involves operation of kitchen preparation equipment including specialized kitchen tools, knives, mixers, slicers, thermometers, disposals, freezers, dishwashers, and refrigerators.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REPRESENTATIVE DUTIES:

- Helps maintain inventory.
- May be required to perform cashiering duties.
- Other job-related duties as assigned
- Must have personality to maintain human relationships demanded in a public service agency.
- Required to wear a hair cover, apron, and other items required in a school kitchen.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of federal and State laws related to students.
- Knowledge of basic kitchen safety and sanitation.
- Knowledge of cooking methods and procedures, including food production and related routines.
- Knowledge of the principles of inventory control.
- Knowledge of mathematical skills required to extend recipes, large quantity ordering, etc.
- Knowledge of proper sanitation practices and personal hygiene regulations.
- Knowledge of equipment maintenance techniques and practices.

SKILLS:

- Skill in food preparation techniques, practices and services.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in prioritizing multiple tasks, projects and demands.
- Skill in working with deadlines to complete assignments.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in establishing and maintain effective working relations with co-workers.

ABILITY TO:

- Ability to coordinate and supervise other staff to ensure the smooth and successful operation of the kitchen and cafeteria.
- Ability to work with minimal guidance and supervision. Work independently and as a team member.
- Operate standard commercial cooking and cleaning equipment.
- Use of some modern office equipment as required in the course of duty to include but limited to: personal computer, standard office equipment, kitchen related tools, knives, mixers, slicers, thermometer, disposals and freezers, refrigerators.
- Ability to speak, read, write, and communicate effectively.
- Prepare food that is visually appealing and that tastes good, in large quantities.
- Assist in the procurement of foods for the food services operation in accordance with menus.
- Maintain bookkeeping and inventory records.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Organize own work, set priorities and meet critical time deadlines.
- Ability to follow oral and written directions.

QUALIFICATIONS:

- Two (2) years of relevant experience in quantity food preparation, food service, sanitation, storage, and portion control.
- Two (2) years of experience coordinating and managing employees is ***desirable***.
- Must have and maintain a ServSafe Certification or comparable food safety certificate.
- Considerable knowledge of proper preparation and food handling methods, kitchen safety and sanitation, written budget limitation, storage and inventory control, pertinent federal, state, county and other applicable laws, rules, regulations and guidelines.