

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Food Service Lead, School Site	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Operations-Support)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9803	<b>WORK YEAR:</b>	10 to 12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 37 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	10-4-2021

**BASIC FUNCTION:**

Under the direction of the Multi Site Supervisor, oversee and perform daily food service operational activities including ordering, receiving, food storage, food preparation, and serving of meals. Lead, train and direct food service staff to ensure quality controls, food safety, and exceptional service to our students.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Lead, direct, and assist in food preparation, cooking, catering, food packaging, cleaning and sanitation, and overall food production operations for a school site. **E**

Lead and provide training and guidance to all food service staff and food service substitutes to ensure compliance, consistency, and quality assurance in all food production standards. **E**

Read and interpret standardized menus, recipes, and safe food practices according to California retail food code. **E**

Assist in maintaining kitchen facilities and equipment in a clean and sanitary condition; including, but not limited to, preparation counters, sinks, food containers, utensils, food racks, carts, and storerooms; and deep clean ovens, walk ins, BBQ's, refrigerators, and other food service equipment. **E**

Lead and direct the monitoring and recordkeeping of food temperatures to assure food safety and quality standards. **E**

Forecast planned quantity for effective ordering of food and supplies; receive, label, rotate, and store food and supplies according to First-In and First-Out product rotation principals. **E**

Inspect and confirm deliveries of food and supplies for accuracy and quality; food safety process and protocols. **E**

Plan appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance and nutritional requirements. **E**

Lead staff to follow department's standard operating procedures. **E**

Guide staff on portion controls and monitoring of student meals to ensure United States Department of Agriculture (USDA) compliance for a reimbursable meal. **E**

Promote and support general nutrition education activities occurring in the classroom; prepare food for demonstration or taste testing purposes for classroom nutrition education activities and special nutrition education events. **E**

Report unsafe, unsanitary conditions or malfunctioning equipment. **E**

Operate a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, dishwasher, electric warmer, range, convection oven, Combi oven, tilt skillet, steamer, BBQ, and other cafeteria equipment as required. **E**

Maintain inventory and routine records as directed; prepare reports including production records, food preparation lists, end of day reports, and cash deposits. **E**

Operate a point of sale system; collect money and make correct change; reconcile daily meal payments. **E**

Wash dishes, utensils, pots and pans. **E**

Utilize proper food safety cooling methods of handling foods to be stored; process unused food according to state guidelines. **E**

Assist in other foodservice areas as needed. **E**

Assist in breaking down cardboard boxes, separating recyclables, and green waste materials. **E**

Maintain open communication and cooperative relationships with others, actively participate in staff training, meetings, and work groups and support the goals and objectives of the District and the department. **E**

Provide a positive climate of customer service in all interactions and communications with students, District staff, families, and community members. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Understand and carry out oral and written instructions. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Hold a High School or General Educational Development (GED) diploma; and one year's experience in quantity food cooking, baking, and preparation.

### **LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California Driver's License, and provide proof of insurance; willingness to drive a van; employee entrance evaluation (lifting test); and hold a valid ServSafe Certificate. Requires six (6) hours of annual continuing education and training including annual safety training to meet the USDA Professional Standards for School Nutrition Professionals.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles and methods of quantity food service preparation, serving, and storage.

Sanitation and safety practices related to handling, cooking, baking, and serving food.  
Hazard Analysis and Critical Control Point (HACCP) principals.  
Interpersonal skills using tact, patience and courtesy.  
Principals of training and providing work direction.  
Methods of adjusting and extending recipes and proper substitutions.  
Proper methods of storing equipment, materials, supplies, and food.  
Standard kitchen equipment, utensils, and measurements.  
Basic record-keeping techniques.  
Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
Perform simple mathematical calculations, count money and make change with speed and accuracy.  
Independently perform assigned responsibilities on own initiative without close supervision.  
Be punctual and maintain a good attendance record.  
Drive a district vehicle.  
Interact with students, staff, and other customers in a positive manner.  
Prepare and serve food, and assist in other food preparation duties as directed.  
Learn and follow health, safety, and sanitation regulations.  
Read, follow, adjust, and extend recipes as needed.  
Understand and follow oral and written directions.  
Communicate effectively, both orally and in writing.  
Maintain routine records.  
Use various software and computer applications  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work to meet schedules and timelines.  
Lift and carry moderately heavy objects according to safety regulations.  
Observe health and safety regulations.  
Train and provide work direction to others.  
Read and write at a level required for successful job performance.  
Add, subtract, multiply, and divide quickly and accurately.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers; work with students of various ages; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Lift, carry, push, or pull moderately heavy objects; stand and walk for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carry, push, or pull food trays, carts, materials, and supplies; reach overhead, above the shoulders, and horizontally; see to assure proper quantities of food; bend at the waist and knees.

**SAMPLE HAZARDS:**

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers; exposure to cleaning agents, pesticides, extreme heat and cold.

*(Former Classifications: Food Service Assistant III and Food Service Assistant IV)*