

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: Lead Food Service Worker

REPORTS TO: Assistant Superintendent or Designee

SUPERVISES: No supervisory responsibilities

DEFINITION:

Supervise, prepare and serve main entrees, vegetables, salads, bread, desserts, and other food items. Organize and fully participate in the preparation of serving activities for the main kitchen. Accept and process payments (cash and online) for meals. Assist in the training and instruction of food service personnel and student help. Clean facilities and ensure equipment is in working order. Assist in menu-planning. Assist in meeting governmental health and safety standards and guidelines, including the National School Lunch Program.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Food Safety Manager Certification must be obtained within 60 days of hire. SLOCOE can facilitate training and testing for certification.
3. Valid California driver's license.
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
5. Current First Aid and C.P.R. or willingness and ability to certify.

Desired:

1. Two years of experience cooking in school or industrial setting.
2. Experience with at-risk teens.

KNOWLEDGE AND ABILITY:

1. Knowledge of modern methods of food preparation for large quantities of people.
2. Knowledge of health, safety, and sanitation rules and regulations pertaining to food preparation.
3. Knowledge of basic mathematic calculations/formulas for quantities and calculating monetary change.
4. Knowledge of appropriate safety precautions and procedures.
5. Knowledge of proper lifting techniques.
6. Ability to operate a computer.
7. Ability to plan a menu.
8. Ability to operate and care for institutional kitchen equipment.
9. Ability to prepare large amounts of food within established timelines.
10. Ability to observe and meet governmental health and safety regulations.
11. Ability to multi-task while maintaining accuracy in recipes and cooking.
12. Ability to meet schedules and time lines.
13. Ability to drive a vehicle to conduct work.
14. Ability to maintain regular and reliable attendance.
15. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
16. Ability to establish and maintain positive and effective working relationships with diverse populations.
17. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
18. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

ESSENTIAL FUNCTIONS:

1. Supervise the operation of the school cafeteria and the preparation, cooking, and serving meals as approved by the National School Lunch Program. Supervise and assist students in the Career Technical Education Program with kitchen duties including inventory, planning meals, cooking, serving, and clean up.
2. Prepare a variety of foods for cooking and/or serving, using electric meat grinders, vegetable peelers and slicers and hand tools in a safe manner according to manufacturer's instructions. Assist in developing recipes and new menu items.
3. Ready food for distribution and/or serving. Using menus and methods approved by the National School Lunch Program, measure proper portion sizes, count proper quantity of food items, and pack food properly for safety and delivery.
4. Cook/bake and serve food items to provide students with well-balanced meals in compliance with state guidelines.
5. Observe and test foods being prepared to ensure proper cooking. Taste and check food for flavor and eye appeal.
6. Collect money from students as appropriate. Count and give accurate change as needed. Keep record of monies received via cash and/or online payment system.
7. Complete and submit menu compliance reports to the State for review and approval.
8. Clean and sanitize dishes, counters, floors, and appliances to meet county health standards.
9. Inventory food supplies, place orders with vendors and restock supplies to ensure adequate stock levels.
10. Record data for the purpose of meeting state and federal nutritional guidelines.
11. Drive a vehicle to conduct work such as picking up food supplies from vendors.
12. Perform related duties as required within the scope and skill level of the classification.

ENVIRONMENT:

1. Indoor work environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of kitchen equipment.
2. Standing for extended periods of time.
3. Seeing to perform cooking duties.
4. Bending at waist, kneeling or crouching.
5. Reach overhead, above the shoulders and horizontally.
6. Physical ability to lift 59 pounds from floor to waist.
7. Physical ability to lift 34 pounds from shoulder to overhead.
8. Physical ability to carry 59 pounds.

HAZARDS:

1. Working with power driven kitchen equipment.
2. Working with hot elements (stove).
3. Working with kitchen tools that have sharp edges.

Grade Allocation: 23
Adopted: 7/26/17
Revised: