

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Cafeteria Lead/7-12
Cafeteria Lead/K-6
Cafeteria Lead/K-6 Satellite

DESCRIPTION OF BASIC RESPONSIBILITIES

The job of "Cafeteria Lead" is done for the purpose/s of directing food service personnel at assigned site to perform their functions in a safe and efficient manner; providing food services at the assigned site that meets the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health requirements.

SUPERVISOR: Nutrition Services Supervisor

TYPICAL DUTIES- WILL INCLUDE BUT NOT LIMITED TO:

1. Coordinate, train and monitor the duties of cafeteria worker I, cafeteria worker II and cafeteria cashiers in a lead capacity to maximize efficiency and meet operational requirements.
2. Cooks and prepares a variety of foods including main dishes, sauces, soups, meats, and vegetables.
3. Reads and follows assigned recipes, converting and/or adjusting measurements/ingredients as necessary.
4. Estimates appropriate quantities of food to be used for designated meal requirements and minimum waste.
5. Prepares food and beverage items that meet mandated nutritional requirements.
6. Serves one or more items of food to meet requests of students and personnel.
7. Dishes up food items into individual servings, weighing/measuring proper portion sizes, to meet established federal and state guidelines.
8. Procures and stocks food, condiments, and supplies to maintain adequate and secure inventory within budgetary guidelines.
9. Inspects one or more items of food and/or supplies to verify quantity and specifications of orders and/or complying with mandated health requirements.
10. Operates a variety of food service equipment and machines such as oven, stove, slicer, grater, steamer, boiler and mixer.
11. Responsible for opening kitchens, turning off the alarm, and preparing the work site for daily activities.
12. Maintains assigned work areas and serving counters in clean, neat, and orderly condition.
13. Cleans cooking utensils, equipment, storage areas, food preparation and serving areas to maintain facilities in a sanitary condition.
14. Performs weekly inventory of unused food, condiments and stored supplies for the purpose of ensuring availability of items.
15. Completes daily production sheets, maintains records related to food served, prepared, and sold including menu production sheets and inventory records, and performs necessary calculations and prepares related routine reports.
16. Prepare deposit of cash receipts, report of subsidized meals served, and other food service related reports, as assigned.
17. Performs other duties similar to the above in scope and function as required.
18. Performs functions as required of another position within area of responsibility for the purpose of providing overall coverage of food service operations.
19. Order food and supplies from warehouse, produce, bread and milk companies.

20. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
21. Knowledge of schoolhouse software and ability to work in a cashier capacity if necessary.
22. Assist with checking to make sure all students have the required components to qualify for a reimbursable meal.
23. Any other duties as assigned by the supervisor.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Modern methods of food preparations.
2. Standard principles of nutrition, sanitation, and safety as it relates to institutional food preparation and kitchen operations.
3. Safe and proper operation and use equipment and machines used in large quantity food preparation and serving operations.
4. Basic computer skills.
5. Must be able to navigate the internet for online ordering of food & supplies.
6. Must be able to use email to receive Nutrition documents & important information from Nutrition Office.
7. Must be able to open documents and print out important information.

Ability to:

1. Knowledge and understanding of the English language so as to follow both oral and written instructions in an independent manner.
2. Effectively read, understand, convert, and adjust recipes.
3. Prepare, cook and bake a variety of foods in large quantities within established time constraints and according to applicable nutritional standards.
4. Apply proper sanitation and safety requirements associated with food preparation and serving operations.
5. Operate and care for quantity food preparation and serving appliances machines and equipment in a safe and effective manner.
6. Maintain accurate records and prepare routine reports.
7. Perform arithmetic calculations accurately.
8. Use standard office equipment.
9. Coordinate and monitor the duties of cafeteria workers & cashiers in a lead capacity.
10. Work independently with minimal supervision and make independent judgments based on common sense.
11. Meet and maintain the physical requirements necessary to safely and effectively perform assigned duties.
12. Communicate effectively in both oral and written forms.
13. Establish and maintain professional, cooperative work relationships with those contacted in the performance of required duties.
14. Must be able to tolerate extreme cold temperatures and extreme hot temperatures.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. High School Diploma or equivalent.
2. Prior job related experience in food preparation, serving and basic kitchen activities, with increasing levels of responsibilities, preferable in school and/or instructional setting.
3. ServSafe Certification required.
4. TB Test clearance.
5. Drug test clearance.
6. Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in-person and telephone conversations.
3. Sufficient dexterity to write, use cafeteria equipment.
4. Sufficient strength to lift, move and carry heavy objects up to 40 lbs.
5. Sufficient mobility to move about the District and drive a car.
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions. Significant lifting, standing, walking, carrying, pushing and/or pulling; some climbing and balancing; frequent stooping, kneeling, twisting, turning, bending, stretching, crouching and/or crawling; fingering, feeling, reaching and handling. The job is performed under significant temperature variations, a generally hazard free environment, and in a clean atmosphere.

updated 4/10