

Goleta Union School District

Lead Food Service Worker

Basic Function

Under the direction of the Head of Food Services, organize, lead and participate in the food service operation at the District's central kitchen; prepare and maintain a variety of food production and related reports; train, assign and provide work direction to assigned personnel.

Representative Duties

Organize, lead and participate in the food service operation at the District's central kitchen; assure the preparation, serving and storage of breakfast and lunch foods in accordance with established guidelines and procedures. E

Oversee and participate in food production activities; participate in the preparation of main entrees; assure compliance with serving size requirements. E

Train and provide work direction to assigned staff; prepare work schedules and assign duties for assigned personnel; provide input to performance evaluations, discipline and other related matters as directed by the Head of Food Services. E

Assure proper cleanliness and maintenance of equipment and supplies used in the central kitchen; assure compliance with safety and sanitation regulations. E

Prepare and maintain a variety of reports and records including daily invoices, bills, sack lunches, menus, perpetual inventory, requisitions, daily food production reports, safety and sanitation and others. E

Operate a variety of equipment and machines used in a central kitchen as required. E

Work as back-up delivery truck driver as needed. E

Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods; test new food products and equipment as necessary. E

Attend meetings related to food service operations and activities; conduct safety and sanitation in-services as assigned.

Serve as Head of Food Services in the absence of the supervisor.

Supervise/oversee summer school breakfast and snack programs.

Offer healthy cooking classes for ASES summer program.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Operation of a central kitchen.

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

National School Breakfast and Lunch Program requirements.

Standard kitchen equipment, utensils and measurements.

Methods of computing food quantities required by weekly or monthly menus.

Sanitation and safety practices related to preparing food.

Record-keeping techniques.

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Principles of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment.

Computer proficiency: Microsoft Office to include Excel.

Ability to:

Plan, organize and oversee food service operations at the District central kitchen.

Estimate and adjust food quantities and requisition proper amounts for economical food service.

Operate standard cafeteria equipment and appliances.

Train and provide work direction to others.

Maintain records and prepare reports.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Work independently with little direction.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Learn Point of Sale system, menu planning, and inventory control computerized systems.

Any combination equivalent to: graduation from high school supplemented by college-level course work in nutrition, quantity food preparation and menu planning and three years increasingly responsible experience in quantity food preparation.

Licenses and Other Requirements

None

Working Conditions

Environment

Food service environment.

Subject to heat from ovens.

Physical Demands

Lifting, carrying, pushing, or pulling moderately heavy objects.

Standing and walking for extended periods of time.

Dexterity of hands and fingers to operate kitchen equipment.

Carrying, pushing or pulling food trays, carts, materials and supplies.

Reaching overhead, above the shoulders and horizontally.

Stooping and bending at the waist.

Hazards

None