

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, CA

LEAD FOOD SERVICES PROFESSIONAL

SUMMARY

Under direction of an assigned Food and Nutrition Services administrator, the Lead Food Service Professional supports the educational programs of the District by leading and performing duties ensuring timely service of nutritional breakfast and lunch for students and staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address the business needs and changing business practices.

- Oversee the daily operation at a school site of the production, preparation and sales of breakfasts and lunches.
- Review recipes and menus to estimate the quantities of food/meals to be ordered and prepared.
- Follow recipe directions; adjust recipes for specified quantities of food to be prepared
- Inspect and review food production areas ensuring appropriate food safety, cleanliness and sanitation standards are maintained.
- Establish a systemized procedure for ordering, receiving, storing and maintaining the rotational use of food products, supplies and materials.
- Oversee and participate with counting of daily cash receipts.
- Operate a variety of commercial type food service cooking and packing equipment.
- Oversee and/or assist with the distribution of foods for special occasions and caterings events.
- Coordinate food service operations with school events and activities.
- Analyze kitchen operations and recommend improvements.
- Provide guidance, training and support Food Service Professional staff.
- May troubleshoot and resolve problems with computer software systems and kitchen equipment.
- Prepare, maintain and update a variety of documents, reports, files and databases related to assigned activities.
- Establish and maintain professional relationships with management, colleagues, staff, and school related outside agencies.

MINIMUM QUALIFICATIONS

Knowledge of

- District and school organization, operations, regulations, policies and objectives related to position
- Preparation, service and storage of food
- Methods and procedures for measuring, cooking, heating and serving foods
- Operation of standard food service equipment and appliances and utensils
- Basic food service sanitation
- Basic nutrition
- Inventory control procedures, forms and recordkeeping
- Computers and supporting software applications
- Basic arithmetic
- Appropriate safety equipment, precautions and procedures
- Effective oral and written communication skills
- Safe and efficient driving principles and techniques

Ability to

- Perform a variety of duties ensuring the efficient preparation and serving of breakfasts and lunches
- Learn school organization, operations, policies and objectives

MINIMUM QUALIFICATIONS (Continued)

Ability to

- Analyze situations and make decisions based on procedures without immediate supervision
- Accurately estimate food and supply needs
- Provide guidance and training to other staff members
- Accurately estimate food and supply needs
- Establish and follow an efficient schedule with the storage and preparation of food
- Follow food preparation, health and sanitation standards
- Maintain food service equipment and areas in a clean and sanitary condition
- Prepare, review and assess of a variety of documents
- Perform basic arithmetic with speed and accuracy
- Coordinate multiple tasks simultaneously
- Prioritize workload and conflicting demands
- Establish and maintain accurate records relating to area of responsibility
- Understand and follow oral and written instruction
- Communicate effectively both orally and in writing using tact and diplomacy
- Establish and maintain professional relationships with those contacted in the course of work
- Comply with the District's customer service standards, as outlined in Board Policy

EMPLOYMENT STANDARDS

Education

- Graduation from high school or equivalent
- Coursework in food preparation or nutrition preferred

Experience

- Two years of experience in a commercial food preparation environment
- One year of lead or supervisory experience preferred

License

- Valid California Driver's License
- Valid ServSafe Certification

WORKING CONDITIONS WHICH MAY OCCUR

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment

- Work is performed primarily in a kitchen setting with travel from site to site in a District vehicle
- Hot equipment, cold environments entering and exiting walk-in refrigeration and freezers
- May work in inclement weather which may include rain, heat, sun, and/or wind
- Noise may be a factor

Physical

- Primary functions require sufficient physical ability and mobility to work in a kitchen setting
- Performing moderately heavy to heavy manual labor, standing or walking for prolonged periods of time with lifting, carrying, pushing, pulling, twisting, bending, kneeling, stooping, squatting, reaching
Operate kitchen and computer equipment requiring repetitive hand movement, grasping and fine coordination including but not limited to use of a slicer, scoop, knife, computer keyboard, touch screen and mouse