

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

FOOD SERVICE LEAD PERSON

Basic Function

Under the direction of a Principal and/or Food Service Consultant, plans, organizes and supervises a food service operation at a District elementary school; trains, supervises and evaluates performance of assigned staff.

Representative Duties

1. Plans, organizes and supervises a food service operations at a District elementary school; supervises the transportation, serving and storage of food in accordance with established guidelines and procedures.
2. Directs serving of hot lunches to students, teachers and other staff; oversees serving of breakfasts and Type-A lunches; participates in food serving as needed; assures compliance with serving size requirements.
3. Prepares work schedules and assigned duties for subordinate personnel; trains, directs, disciplines and evaluates assigned staff.
4. Assures proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assures compliance with safety and sanitation regulations.
5. Prepares and maintains a variety of reports and records including inventory, requisitions, daily reports and production sheets.
6. Performs a variety of food service duties as needed, including cooking, to assure timely receipt and serving of food in accordance with fixed timetables.
7. Estimates and requisitions food quantities, equipment and supplies needed; receives, inspects, verifies and accepts delivery of food and supplies.
8. Confers with superiors regarding cafeteria needs, conditions and menu changes.
9. Operates a variety of equipment and machines used in a school cafeteria, including slicer, chopper, mixer, oven and others.
10. Attends meetings related to food service operations and activities.

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11. May be required to assure accuracy of daily cash receipts; count and wrap money; prepare bank deposit slips; prepare daily report of meals served.
12. Perform related duties as assigned.

Knowledge and Abilities

1. Basic operations and requirements of a school cafeteria.
2. Principles and methods of quantity food service, transportation, serving and storage.
3. Standard kitchen equipment, utensils and measurements.
4. Methods of computing food quantities required by weekly or monthly menus.
5. Sanitation and safety practices related to transporting and serving food.
6. Principles of nutrition.
7. Record-keeping techniques.
8. Principles and practices of training and providing work direction.
9. Interpersonal skills using tact, patience and courtesy.

Ability To

1. Plan, organize and supervise a food service operation at a District elementary school.
2. Estimate food quantities and requisition proper amounts for economical food service.
3. Cook and bake nutritious and appetizing food in quantity as necessary.
4. Operate standard cafeteria equipment and appliances.
5. Maintain records and prepare reports.

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6. Add, subtract, multiply and divide quickly and accurately.
7. Understand and follow oral and written directions.
8. Work independently with little direction.
9. Establish and maintain cooperative and effective working relationships with others.
10. Meet schedules and time lines.
11. Train, supervise and evaluate personnel.
12. Communicate effectively both orally and in writing.
13. Lift heavy objects weighing up to 25 pounds.

Education and Experience

Any combination equivalent to: Graduation from high school and four years quantity food service experience.

License and Other Requirements

Valid Food Handler's Certificate.

Working Conditions

District food service environment; subject to heat from steam tables, lifting, pulling, pushing and standing for long periods of time.

Work Year

Program Year.

REVISED BY THE GOVERNING BOARD: July 12, 1990