



Teaching • Understanding • Serving • Developing

Adopted 2018-2019

Range: K

Classification: Classified

## Job Description

## Lead Cafeteria Worker

### DEFINITION

Under the direction of the Food Services Supervisor, plans, coordinates and directs the food service activities of the District.

### EXAMPLES OF DUTIES –*Not all inclusive*

- Direct and assist with a variety of food preparation tasks in the preparation of hot and cold foods.
- Directs other cafeteria staff in all food service preparation.
- Assists in menu planning in accordance with State/Federal Child Nutrition guidelines.
- Assists in completing paperwork as required by State to verify usage of food items served and other required State and Federal reports.
- Check recipes and estimate quantity of supplies needed.
- Assist with ordering food and supplies.
- Assist in the cleaning and storage of cafeteria utensils and food preparation equipment and supplies.
- Maintain and clean assigned work area and assist in the cleaning and sanitation of all kitchen facilities.
- Assist and instruct other cafeteria staff in methods and procedures for performing tasks assigned.
- Perform regular inventory of food and supplies.
- Assist in receiving and storing food and food preparation supplies.
- Operate a wide variety of kitchen appliances.
- Keep daily records including daily production sheets and offer versus serve forms.
- Coordinate for special events (banquets, meetings, lunches) including calculating and providing costs for organizations, placing orders and receiving food/supplies and billing.
- Performs other duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Knowledge of principals, practices, and materials used in quantity food preparation and serving.
- Knowledge of sanitation and safety procedure related to food preparation and serving.
- Knowledge of food preparation and packaging systems
- Knowledge of care and use of food service equipment.
- Knowledge of methods and taking inventory of food supplies

- Knowledge of methods of computing food quantities by daily/weekly/monthly menus, record keeping and reporting.

## **EDUCATION / EXPERIENCE**

- Any combination of education, training, and experience equivalent to two years of experience in quantity food preparation and completion of an approved food sanitation course.
- Completion of course may be accomplished immediately after appointment.
- Incumbents must complete a Food Sanitation Refresher course annually as provided by the District.

## **WORKING CONDITIONS**

### Physical Abilities:

- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential requirements:
  - Ability to stand for extended periods of time.
  - Shoulder, arm, wrist, and finger dexterity sufficient for distribution of food items.
  - Ability to see for the purposes of reading recipes, and food item reports.
  - Ability to hear and understand speech at normal levels.
  - Ability to communicate so others will be able to clearly understand.
  - Ability to bend, twist, stoop, kneel, and reach.
  - Ability to lift and carry 50 pounds and do repetitive lifting of 25 pounds.
  - Ability to push a food cart with 75-100 pounds.

## **TERMS OF EMPLOYMENT**

- 185 work days

## **REASONABLE ACCOMMODATION**

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.