

Windsor Unified School District

JOB DESCRIPTION

TITLE: Food Service Worker - Lead

DEFINITION

Under the general direction of the Director of Food and Nutrition Services, performs the duties necessary to provide meals and receive and record data relating to one or more accounting and record keeping procedures related to the National School Lunch and Breakfast Programs.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Coordinates the work of central kitchen food service classifications under this position
- Orders food and supplies for central kitchen using approved purchasing methods and procedures to assure food safety and cost efficiency
- Compiles elementary orders
- Assists in training new staff
- Oversees student workers
- Makes mathematical calculations with accuracy and speed
- Assists Director of Food and Nutrition Services in coordinating food preparation to ensure high food quality, the use of proper portion controls, and food storage
- Performs the general duties necessary to receive, order, store, prepare, and serve meals under the National School Lunch and Breakfast Programs
- Cashiers following written procedures
- Pre-approves free/reduced lunch and breakfast applications according to the Federal guidelines associated with the National School Lunch Program
- Plans quantities of food to be prepared and the completion of food production worksheets at the central kitchen
- Performs computer operations including data entry and routine file maintenance
- Keeps accurate records to remain in compliance with Federal guidelines
- Communicates with Director of Food and Nutrition Services, school principal, district staff, parents, and students regarding issues related to the site food service operation
- Performs related work as required

REQUIRED QUALIFICATIONS:

KNOWLEDGE OF:

- Proper practices in food service operations including storage, food production, food serving, supervision practices, and cost controls
- Large quantity food production using basic weights and measures, basic math, and recipe modification
- Proper bookkeeping methods, practices, and procedures
- Basic computer literacy
- Health and sanitation issues related to handling food

ABILITY TO:

- Coordinate the flow and production of food, and transports within a central food production facility
- Analyze financial data and prepare accurate records and reports
- Follow written and verbal instructions
- Relate positively to students, staff, and the public
- Maintain the confidentiality of school-related information
- Maintain cooperative relationships with those contracted in the course of work
- Lift 50 pounds

EXPERIENCE:

- Two years of food service experience. This experience should preferably be in a school atmosphere
- At least one year experience working with children or in youth related activities

EDUCATION AND LICENSING:

- Food Safety Certification
- Red Cross recognized first aid and CPR certificate or successful completion of a first aid course within three months after employment
- Possess a valid California Driver’s License
- Possess and maintain a good driving record

DESIRABLE QUALIFICATIONS

- High school diploma or equivalent
- Knowledge of Federal guidelines related to National School Lunch and Breakfast programs
- Ability to communicate in Spanish

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing: 40% Walking: 40% Sitting: 20%

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very frequent (4)

Lifting (lbs.): **50** Lifting: **4** Bending: **4**

Pushing and/or Pulling Loads: **3** Reaching Overhead: **3** Kneeling or Squatting: **3**

Approved: 3/18/2003

Revised: 4/26/2017

Approved: 2/20/18