

**FOOD SERVICE ASSISTANT V - LEAD WORKER****DEFINITION**

Under supervision of the Director of Food Services, to plan, organize, coordinate, lead and participate in a food service operation of a school site or program; to promote sales and marketing of the food service program; to ensure compliance with state and federal program regulations; to establish and maintain teamwork and good customer relations; and to prepare operational records and reports.

**EXAMPLES OF DUTIES**

Inspect and review the food preparation and serving areas to ensure that appropriate cleanliness and sanitation standards are maintained; verify proper portion control, packaging, and presentation of foods; analyze orders placed by school sites for appropriate quantities of foods, supplies and materials being ordered; conducts periodic inventories of school sites; analyze operations and recommend improvements to increase efficiency; provide training and direction to food service workers and substitutes; assist in planning and developing orientation and staff development programs; provide input for the assignment of substitute employees at school sites in place of absent employees; coordinate food service operations with other school activities; provide technical input into the performance evaluation of food service workers; prepare and maintain records to verify compliance with audit requirements; establish and maintain a variety of operational records, and prepares reports and summaries as required; hold promotional events and assists with catering preparation and set up; ascertain customer preferences and provide input for menu planning; perform other related duties as assigned.

**QUALIFICATIONS****Knowledge of:**

Laws, regulations and operational procedures pertaining to the cooking, serving, storing and transporting of foods; food safety and sanitation practices and procedures; methods and procedures for preparing a variety of foods; training methods; quality control methods; food service appliance and equipment; money handling and report preparation; planning and organization techniques; customer relations.

**Ability to:**

Effectively plan, organize, and lead the operation of the food services program at school sites; accurately estimate food and supply needs; establish efficient work schedules for food preparation and service; safely operate food service appliances and equipment; accurately prepare and maintain records and reports; develop and market the food service program to promote sales and participation; interact positively with staff and students; maintain effective working relationships; follow oral and written instructions; communicate effectively both orally and in writing; use computer software including Point of Sale, word processing, spreadsheets, and social media.

**Experience:**

Two year's experience in a commercial food service environment, including one year in a leadership role.

Education:

Any combination equivalent to: Completion of twelfth grade preferably supplemented by coursework in food preparation and nutrition.

Physical Performance Requirements:

Must be able to visit and inspect food service operation sites; some lifting and maneuvering up to 25 to 50 pounds, with occasional lifting and maneuvering of up to 75 pounds with or without assistance. Intermittent sitting, standing or walking with some twisting, bending, stooping, and squatting also required.

Licenses:

Possession of a valid California Driver's License. Food Handler's Certificate.

Board Approved: May 9, 2019

Revised: August 4, 2022