

**Job Summary:**

Under the general direction of and responsible to the Administrator for the supervision and operation of the kitchen and dining services: accountable for and participation in the production and serving of approximately 150-700 meals per day during normal school operation.

**Essential Functions:**

- Implements State and Federal nutrition regulations and other laws, including those of the California Department of Education.
- Assures compliance with safety rules and supervises corrections of safety violations.
- Plans all menus, calculates portions and quantities and orders food and supplies.
- Supervises food services operations including storage of food and supplies, portion/cost control, and use of food products and equipment.
- Maintains and controls inventory of food, supplies, and equipment.
- Maintains records required for financial accounting, lunch records, milk reports and other reports such as required.
- Establishes work schedules, assigns tasks, duties and work stations of food service personnel.
- Trains food service personnel.
- Assures compliance with site and department procedures.
- Assists in planning and carrying out special events as scheduled.
- Assists in set up of food at service areas.
- Serve food during meals.
- Take appropriate care of leftover food as it comes back from service areas.
- Wash counters, equipment, and cleans other areas as assigned.
- Dispose of waste.
- Operate a variety of kitchen equipment, appliances and utensils in a safe manner.
- Act as cashier during meals and supervise the collection of monies from students and staff; oversee and assist in developing card and ticket systems for the National School Lunch Program.
- Assists in the preparation and monitoring of the budget for the site food service program.
- Communicate with the Principal and others to coordinate site food service activities with various educational programs, special events and activities, or other school services; plan and participate in food services for banquets, meetings, and other special events required.
- Attend state and local meetings, conferences, and seminars related to food service operations and purchasing; maintain current knowledge of government regulations related to nutritional requirement and school food service programs.
- Prepare regular and specialty beverages per customers' request.
- Provide friendly customer service and an inviting atmosphere to the general public.
- Perform other duties as assigned.

**Skills, Knowledge and/or Abilities:**

- **Skills to:**
  - Communicate oral instructions clearly
  - Follow oral and written directions
  - Work independently
  - Prepare and maintain balanced menus
  - Work in an office environment and outside and inside food facilities subject to changing temperatures exceeding 90 degrees at times.
- **Knowledge of:**
  - Sanitation and safety practices related to cooking and serving food.
  - Standard methods of cleaning and caring for kitchen equipment.
  - Proper handling of food products.
  - Basic math skills.
  - Basic record keeping techniques.
  - Health requirements and safe working methods and procedures.
  - Proper methods of preparation/cooking/serving foods and procedures for the management of an institutional kitchen and staff.
  - Supply ordering procedures
  - Maintaining records, inventories, and recipes.
  - USDA guidelines and nutritional requirements.
- **Ability to:**
  - Work overtime if needed
  - Possess qualities recognized as essential for good public school employees including integrity, initiative, dependability, courtesy, and good judgment.
  - Maintain cooperative, effective working relationships with those contacted in the normal workplace.
  - Lift, carry, push or pull up to 50 pounds.
  - Stand and walk for extended periods of time.
  - React to and perform repetitive work.
  - Communicate clearly, orally, and in writing;
  - Meet schedules and timelines.
  - Multi-task;
  - Work in various environments;
  - Process multiple instructions.
  - Plan, supervise, and participate in the operation and activities of high school cafeteria and snack areas.
  - Calculate, estimate, requisition, and order food supplies.
  - Maintain records and prepare reports.
  - Assure proper food preparation, service and storage area in accordance with health, sanitation, and safety regulations.
  - Participate in and assure the maintenance of food service equipment and areas in a clean sanitary condition.
  - Operate basic kitchen equipment, appliances, and utensils in a safe and efficient manner.
  - Work independently with little direction or supervision.
  - Establish and maintain cooperative and effective working relationships with others.
  - Work in an environment with changing priorities and interruptions.
  - Work with moving equipment such as carts and food preparation appliances.

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; kneeling, bending, stretching, and reaching; and some fine finger dexterity. Continuous hand-eye coordination and manipulation of large and small objects.

**Experience Required:**

- At least three years' experience in the last six years in quality preparation of food and care of kitchen equipment.
- Food Service and/or restaurant experience and cashiering desired.

**Education Required:**

- High school diploma or the equivalent.
- Specialized training in instructional food service operations desirable.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Valid Safety and Sanitation Certificate.

**FLSA Status:** Non-Exempt

October 2015

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.