

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

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**TITLE:** Food Service- Catering Lead

**DEPARTMENT:** Food Service

**FLSA:** Non-Exempt

**REVISED:**

**REPORTS TO:** Food Service Manager

**CLASSIFICATION:** Classified

**SALARY GRADE:** 9

**BOARD APPROVED:**

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**BASIC FUNCTION:**

To organize and coordinate the activities and operations for catering services provided through the District. Independently maintains a sufficient quantity of food inventory; participate in and oversee the cooking, preparation, storage, and transportation of a variety of foods in large quantities.

**REPRESENTATIVE DUTIES:** This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

Is the liaison between the catering department and customers; including confirmation and status of orders submitted.

Responsible for food preparation and customer service needs for meals served at assigned catering functions.

Responsible for the preparation, assembling, heating and apportioning food items for various catering events.

Receives and organizes shipments for food supplies; delivers food service items to assigned locations.

Cleans kitchen, refrigerators, freezers, and related cooking equipment; washes dishes for the purpose of maintaining sanitary conditions.

Operates and cleans food service equipment and machines such as slicers, choppers, can openers, dishwashers, warmers, ovens, steamers, mixers, etc.

Maintains high customer service and communication standards.

Maintains high standards of sanitation and safety.

Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritional value for assigned site.

Ensures appropriate quality and quantity of food to meet federal and state regulations.

## **Food Service Worker II – continued**

Attends meetings as required.

Completes daily production/transport sheets, maintains records related to food served, prepared and sold including menu production sheets and inventory records and performs necessary calculations and prepared related routine report.

Prepares routine forms and reports associated with food service for assigned functions.

Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying; A typical way to obtain the required knowledge and abilities would be previous food service experience in a school environment.

Special Requirements: Possession of an appropriate California Driver's License.

ServSafe certification or equivalent.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional food service operations.

Standard principles of operation and use of equipment, machines, and utensils used in large quantity food preparation and serving.

Safe work practices.

Proper sanitation and safety requirements associated with food preparation and serving.

Basic recordkeeping practices and procedures, food handling, food preparation and use of cafeteria equipment.

Mathematical operations.

#### **ABILITY TO:**

Understand, and carry out both oral and written directions.

Exhibit manual dexterity, and learn to perform simple cooking duties.

Supervise and participate in the preparation of a variety of foods in large quantities and with established time constraints.

Safely use and operate food service appliances and equipment in an effective manner.

Read and write at the level required for successful job performance.

Accurately perform mathematical calculations necessary for satisfactory job performance.

Make change accurately.

Prepare, serve, and package food items as assigned.

Establish and maintain cooperative working relationships with other Food Service Workers and those contacted in the course of work.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Work is normally performed in a kitchen environment; exposure to heat, grease, cooking oil, and electrical energy; work is performed in an environment with constant noise; works around equipment with moving parts; regular exposure to wetness and moisture; some exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff and students.

**PHYSICAL REQUIREMENTS:**

Frequently sits, stands, and walks for extended periods; stoops, kneels, and crouches to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighting up to 50 pounds without assistance; physical ability to lift, push, and carry objects weighting up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of ovens, steamers, mixers, slicers, choppers, steam tables, microwave oven.