

CLASS TITLE: [Central Kitchen](#) Lead Food Service Worker III

REPORTS TO: Supervisor, Food & Nutrition Services

DEFINITION: Under direction, oversees, coordinates, and performs food preparation, [and service](#), [and deliveries](#) for [the MDUSD Central Kitchen-a High School](#). Maintains an inventory of food service items, estimates the quantity of food required, and makes appropriate orders. Directs all food service personnel responsible for preparing, [packaging](#), serving, [delivering](#), and storing food in accordance with menus; and performs related work as required. Maintains food service records in compliance with state and federal requirements.

EXAMPLES OF DUTIES:

- ~~;~~ **D**irects a large number of food service personnel in the preparation, [packaging](#), serving, [delivering](#), and storage of food (E)
- ~~;~~ **P**lans, organizes and coordinates the work of the staff to ensure that meals are ready [and delivered](#) on schedule (E)
- ~~;~~ **A**ssist in the preparation of meals (E)
- ~~;~~ **E**stimates quantities of food required (E)
- ~~;~~ **E**nsures that proper sanitation methods and procedures are being followed [in accordance with the principles of HACCP](#) ~~(E)~~
- ~~;~~ **A**rranges and supervises the proper storage of food ~~(E)~~
- ~~;~~ **O**rders and receives foodstuffs and supplies (E)
- ~~;~~ **C**hecks deliveries and invoices for proper quantities and unit cost (E)
- ~~;~~ **T**rains new employees in the preparation, [packaging](#), [delivery](#), and serving of meals, [and](#) the use, care and maintenance of [large-scale](#) equipment ~~(E)~~
- ~~;~~ **O**versees the cleaning of the kitchen ~~(E)~~; ~~prepares daily bank deposit slips;~~
- **K**eeps daily records on the amount of food and milk [delivered and served](#) ~~sold~~ ~~(E)~~
- ~~;~~ **R**eviews the timesheets of all employees ~~(E)~~
- ~~;~~ **M**aintains and conducts inventories of food and supplies (E)

- ~~o~~ Operates all equipment (~~E~~)
- ~~m~~ Maintains records and prepares reports (~~E~~)
- ~~p~~ Provides feedback to the Culinary Manager or designee on planned menus and delivery routes.

DESIRABLE QUALIFICATIONS:

Training and Experience:

Requires High School Diploma or equivalent. Four years of experience in institutional or commercial food preparation work, one year of which was in a supervisory capacity [at a facility that produces at least 2000 meals per day](#); or an equivalent combination of training and experience.

Knowledge of:

- Modern principles and practices in [medium to large scale](#) institutional food preparation, service and storage
 - Departmental rules and policies regarding the operation of a food service unit
 - Use and maintenance of all equipment
 - Safety practices and sanitation procedures
 - Modern methods and techniques of estimating quantities of food to be ordered
 - The principles and practices of effective direction
 - Time ~~m~~ Management
 - Basic arithmetic [to scale recipes and calculate the quantity of food and supplies needed for various applications](#) ~~calculates recipe quantities to meet the needs of students~~
 - HACCP - sanitation practices related to handling and serving food
 - [Food Allergies including reading and understanding ingredient labels to identify allergens and proper storage, preparation and packaging procedures to avoid cross-contamination](#)
 - Operate a computer; software knowledge: [Google Suite](#) ~~Microsoft Outlook~~, Word, Excel, [YouTube](#)
- **Skill in:**
 - Directing the operations of a large food service unit
 - The use and maintenance of all equipment
 - Directing and coordinating the work of a large number of subordinates
 - Training new employees
 - Understanding and following verbal and written directions
 - Establishing [Central Kitchen production](#) ~~Kitchenschool site production~~ timelines and employee production timelines to meet the needs of [school sites and delivery routes](#) ~~students~~
 - Establishing and maintaining effective working relationships with school [administrator](#) ~~officials~~, students, employees, and the general public
 - Making basic arithmetic calculations

- Maintaining records and preparing reports
- ~~Food production timelines to meet the needs of students~~

- **Physical Abilities**

- Requires the ability to stand for extended periods of time, bend, kneel and stoop
- Requires sustained lifting of light to medium (under 25 lbs) and occasional lifting of heavy objects up to 50 lbs
- Requires ability to handle hot material and work in an environment dominated by wide temperature extremes
- Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials

Licenses and Certificates

Certificate of completing a Hazard Analysis Critical Control Point Food Safety System (HAACP) or equivalent safety/sanitation course required within six months. ~~Depending upon assignment, a valid California driver's license and/or first aid training may be required.~~

Range 537 ~~(260 Days) 193 Days~~

Last Modified ~~May 8, 2024 August 2018~~