

## **CLASS TITLE: Food & Nutrition Services Special Events Lead**

REPORTS TO: Culinary Manager

SUMMARY DEFINITION: Under direction, oversees, coordinates, and performs food preparation and service for special events in schools. 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, serving, and storing food in accordance with menus; and performs related work as required. Maintains food service records in compliance with state and federal requirements. Coordinates event logistics with school site staff.

### ESSENTIAL FUNCTIONS:

#### **E = Essential Functions**

- Works with Food and Nutrition Staff and School Site staff to schedule and coordinate logistics for a wide variety of events throughout the school year at various locations, including barbeques, pancake breakfasts, pizza parties, and other celebrations; **(E)**
- Communicates about Food and Nutrition Services programs to schools and administrators;
- Drives transit van with barbeque trailer to school sites;
- Directs a large number of food service personnel in the preparation, serving, and storage of food; **(E)**
- Plans, organizes and coordinates the work of the staff to ensure that meals are ready on schedule; **(E)**
- Assists in the preparation of meals and the operation of equipment, such as a gas grill; **(E)**
- Ensures that proper sanitation methods and procedures are being followed; **(E)**
- Arranges and supervises the proper storage of food;
- Estimates quantities of food required and orders and receives food products and supplies, coordinating closely with Warehouse and Central Kitchen staff on deliveries and storage; **(E)**
- Checks deliveries and invoices for proper quantities and unit cost;
- Trains new employees in the preparation and serving of meals, and the use, care, and maintenance of equipment;
- Oversees the cleaning of the kitchen and equipment, such as gas grill;
- Keeps daily records on the amount of food sold and served;
- Reviews the timesheets of all employees;
- Maintains and conducts inventories of food and supplies;
- Maintains a shared calendar with all Food and Nutrition Services events and catering;
- Coordinates with Area Supervisors and Leads to schedule staff at various events;
- Provides input on menus for special events;
- Operates all food service and catering equipment; **(E)**
- Maintains records and prepares reports.

## 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; or an equivalent combination of training and experience.

### Knowledge of:

- Modern principles and practices in institutional food preparation, service and storage
- Rules and regulations that govern the Federal school meal program
- 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 management
- Basic arithmetic to calculate recipe quantities to meet the needs of students
- HACCP – sanitation practices related to handling and serving food
- Operate a computer; software knowledge: Google Suite, Word, Excel

### Skill in:

- Directing the operation 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
- Communicating effectively with a wide variety of stakeholders both orally and in writing
- Establishing production timelines and employee production timelines to meet the needs of students
- Establishing and maintaining effective working relationships with school 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
- Culinary skills
- Use of computer and software

### Ability to:

- Requires the ability to stand for extended periods of time, bend, kneel and stoop
- Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds
- Requires the 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
- Drive a transit van with attached trailer

Licenses and Certificates:

- Certificate of completing a Hazard Analysis Critical Control Point Food Safety System Manager (HAACP) or equivalent safety/sanitation course required
- Valid California driver's license required

Teamsters - Range 537

MT. DIABLO UNIFIED SCHOOL DISTRICT