

CLASS TITLE: Central Kitchen Lead Food Service Worker III

REPORTS TO: Supervisor, Food & Nutrition Services

DEFINITION: Under direction, oversees, coordinates, and performs food preparation, service, and deliveries for the MDUSD Central Kitchen. 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:

- Directs a large number of food service personnel in the preparation, packaging, serving, delivering, and storage of food (E)
- Plans, organizes and coordinates the work of the staff to ensure that meals are ready and delivered on schedule (E)
- Assist in the preparation of meals (E)
- Estimates quantities of food required (E)
- Ensures that proper sanitation methods and procedures are being followed in accordance with the principles of HACCP
- Arranges and supervises the proper storage of food
- Orders and receives foodstuffs and supplies (E)
- Checks deliveries and invoices for proper quantities and unit cost (E)
- Trains new employees in the preparation, packaging, delivery, and serving of meals, and the use, care and maintenance of large-scale equipment
- Oversees the cleaning of the kitchen
- Keeps daily records on the amount of food and milk delivered and served
- Reviews the timesheets of all employees
- Maintains and conducts inventories of food and supplies (E)
- Operates all equipment
- Maintains records and prepares reports

- Provides feedback to the Culinary Manager or designee on planned menus and delivery routes.
- Other duties as assigned

("E" denotes essential functions)

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 management
- Basic arithmetic to scale recipes and calculate the quantity of food and supplies needed for various applications
- 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, Word, Excel

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 timelines and employee production timelines to meet the needs of school sites and delivery routes
- Establishing and maintaining effective working relationships with school administrators, students, employees, and the general public
- Making basic arithmetic calculations
- Maintaining records and preparing reports

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. Valid California driver's license.

Range 537 (260 Days)

Last Modified May 8, 2024