

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

NUTRITION SERVICES SATELLITE KITCHEN LEAD

DEFINITION

To prepare and serve foods; to clean kitchen equipment and utensils; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Nutrition Services series located at Satellite Kitchens. Positions assigned to this class can be distinguished from higher level classes by lack of lead supervision responsibility, by performance of the more routine food preparation, site paperwork and serving duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff. May provide technical and functional direction to other nutrition services staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Prepares all foods necessary for cooking and serving. Sets up for serving and serves to students and faculty members. Clean and store utensils, cafeteria equipment, and food supplies. Cleans work areas and disposes of refuse. Operates kitchen equipment as necessary. Completes food requisitions from production kitchen, receiving and breaking down inventory as needed. Operates computerized point-of-sale equipment, cash register, makes change, reconciles and balances monies. Completes various paperwork including but not limited to daily production records, monthly inventory and money deposit paperwork. May set up mobile food carts. Performs related duties as assigned.

Date: 11/2018

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

NUTRITION SERVICES SATELLITE KITCHEN LEAD (Continued)

Knowledge and Abilities:

Knowledge of basic methods of preparing and serving foods in large quantity. Basic knowledge of office equipment as needed in the course of daily work. Ability to operate basic computerized systems (ie: register, Point of Sale). Ability to count and maintain accurate records of monies and cash receipts. Ability to perform math equations to extrapolate production numbers for student meals. Knowledge of principles of sanitation and food safety. Knowledge of basic kitchen utensils and equipment. Ability to learn to operate cafeteria equipment. Ability to read, write and communicate in English. Ability to understand and carry out oral and written directions. Ability to establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some food service experience is highly desirable.

Training and Certificates:

Equivalent to completion of the twelfth grade is desirable.

License and Other Requirements:

Ability to obtain and maintain Food Manager Certificate within 90 days of hire.

Salary:

Range 19

Reviewed and Agreed to by:

Date: 11/2018