



Food Service Site Lead

ESCALON UNIFIED SCHOOL DISTRICT

FOOD SERVICE SITE LEAD

JOB SUMMARY

Under general supervision of the Food Service Director, coordinates the preparation and serving of the National School Breakfast Program, National School Lunch program, After School Program and nutrition breaks. Responsible for supervision of assistant food service staff. Responsible for working with the director to meet all requirements for state reporting.

ESSENTIAL FUNCTIONS OF THIS POSITION

May include, but not limited to:

1. Perform and supervises the the preparation and cooking of meals, nutrition break, salad bar, and after school program snack, using a prescribed menu, menu production records, and established procedures.
2. Check menu production records and recipes to estimate quantities of food and supplies necessary for each week's menu.
3. Order menu items needed for the weekly menus and submit it to the director.
4. Pull and prepare items daily for multiple entrees, fruits, vegetables, and all necessary menu items to meet state requirements and standards.
5. Serves meals and snacks to students, staff, and parents, while overseeing students.
6. Keep state required records for a food safety plan using HACCP principles. This includes refrigerator/freezer temperatures, daily meal participation, and menu production worksheets.
7. Keeps records of amounts of food on site. Complete and submit monthly inventory to the Food Service Director.
8. Meet required professional standard training hours required by district and state law.
9. Receives items delivered, stocks items and insures that proper amounts have been received
10. Sanitize and store equipment, supplies and food to meet county environmental health inspections and state audits.
11. Balances daily tills, prepares and makes bank deposits daily.
12. Communicate with parents about delinquent lunch accounts.
13. Assist parents with completing free/reduced lunch applications.
14. Prepare meals for Saturday school, enter students who participated into the POS system.
15. Schedule and train substitute staff to meet required standards.
16. Train student helpers with required standards to perform tasks assigned.
17. Perform other duties, as directed, consistent with the general areas of responsibility surrounding the job description.

REQUIRED QUALIFICATIONS:**Knowledge and Application of:**

District, state, and federal policies and procedures as they apply; methods and practices of food service involving food preparation, serving and clean-up, operation of equipment used in a professional food preparation environment, oral and written communication skills, interpersonal skills using tact, patience, and courtesy.

Ability to:

- Prepare the major portions of the meal as assigned.
- Estimate food quantities and keep required records.
- Order foods and supplies when needed.
- Operate food service equipment and machines in a safe and proper manner.
- Follow management direction and make changes as necessary.
- Maintain cooperative relationships with those contacted in the course of work.
- Read printed materials
- Hear and speak to conduct normal in-person and telephone conversations
- Lift up to 60 pounds; bend, pull, stoop, push, and move to conduct the duties described in an efficient and safe manner

Education / Experience:

Education: High School Diploma or GED required

Experience: One year of experience in a public or commercial food establishment, or one year in the capacity of cafeteria assistant.

Conditions of Employment

If required, to operate a motor vehicle during the course of employment, must possess a valid Class 2 Operator's License and be insurable at the standard rate applied to the Escalon Unified School District.

Must meet District minimum requirements through practical and/or written examination.

Salary Level: 35 - Classified Salary Schedule