

LEAD FOOD SERVICES WORKER

DEFINITION

Oversees and/or assists coordinating kitchen activities at a self-contained food service facility. The Lead Food Services worker is an 11 month position.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Cafeteria Manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Orders, inspects, and maintains proper inventory and storage of food to meet needs of internal and external franchise operations; authorizes payment of invoices.*

Prepares and oversees the preparation of cooked and fresh food items; maintains portion control.*

Ensures adherence to the policies and procedures of the cafeteria.*

Trains Food Service Workers in preparing and serving food and cashiering.*

Assures cleanliness and maintenance of equipment and food service supplies. Maintains the appearance of the food location.*

Coordinates and communicates facility requests from clients to Cafeteria Manager.*

Ensure adherence to the policies and procedures of the cafeteria.*

Responsible for attendance and staff schedule for all shifts.*

Maintains current Certified Food Handler Certificate.*

Serves as cashier when necessary.*

Provides work direction and training to student workers.*

Verifies time sheets for student workers.*

Performs other related work as required.

QUALIFICATIONS

Knowledge of:

Preparation of fast food in accordance with established procedures and in accordance with health and sanitation regulations.

Food service and storage sanitation requirements and practices.

Use and care of kitchen utensils and equipment.

QUALIFICATIONS (continued)

Food service routines.

Ability to:

Determine quantities of food and supplies required from past experience and anticipation of future needs.

Read and apply rules and regulations.

Plan orders to maintain stock levels needed without spoilage.

Communicate and work effectively with students, faculty, administrators, vendors and the public.

Prioritize and schedule tasks.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Education and experience equivalent to graduation from high school.

One year of experience in a large quantity food preparation facility with increasing responsibility and independence.

Current Food Handler Serve Safe Certification

Desirable:

Food Management and nutrition courses.

Culinary Arts Certificate

Prior experience providing work direction for others and coordinating schedules.

PHYSICAL REQUIREMENTS:

This job requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds.