SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Food Service Site Leader  REPORTS TO: Assigned Supervisor
DEPARTMENT: Food Services  CLASSIFICATION: Classified
FLSA: Non-Exempt  SALARY GRADE: 015 OSS
REVISED: September 24, 2019

BASIC FUNCTION:
Coordinate and participate in assigned activities of a feeding program at a serving location typically at an elementary or atypical school site; assign work to and lead the work of Food Service Workers I.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Participate in and lead the work of food service workers in preparing, assembling, cooking, and reheating a wide variety of foods. E

Unlock cafeteria and turn on stoves, ovens, and steamtables. E

Receive supplies, count food and other items, and record information. E

Take food temperature and refrigerate or maintain at proper temperature. E

Lead the work of students and Food Service Workers and participate in proper food handling and cleaning methods. E

Set up and apportion food on cafeteria serving lines and other points of service including mobile food carts. E

Operate mechanical kitchen equipment including electric mixers and ovens. E

Clean, scrape, and wash trays, pots, pans, utensils, and other kitchen equipment; dispose of waste; sweep and mop floors. E

Count and wrap unused food items for return to preparation kitchen. E

Maintain a variety of records including the verification of free and reduced lunch participants against records; verify/input daily meal counts into computer system; prepare reports regarding meals and other items served and sold and pupil participation. E

Perform cash counting and day-end procedures; bag daily receipts and deliver to the site's main office for pickup. E
Assist in training and monitoring the work of assigned staff.

Order milk, supplies and teachers' lunches from preparation kitchens; check, store and perform periodic and monthly inventory of food and supplies.

Communicate and work with site administrators and staff to address concerns and resolve issues relative to meal production and feeding programs including special events.

Maintain safety and sanitary conditions in the cafeteria and ensure compliance with departmental rules and regulations; secure cafeteria facilities at the end of the work-day.

May be assigned to drive a food services golf cart to transport food at assigned site/location; may be assigned to perform catering activities at district non-school locations.

May be assigned to operate point of service registers and count money; prepare daily receipts and deliver to the main office at assigned site for pick-up.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of education, experience, and/or training equivalent to one year of experience as a Food Service Worker I.

LICENSES AND OTHER REQUIREMENTS:
Must successfully pass an approved food service safety certification examination within 60 days after appointment.

KNOWLEDGE OF:
Use and care of ranges, ovens, and other kitchen equipment.
Modern methods of quantity food preparation and serving.
Reading and writing English communication skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:
Coordinate various activities and lead the work of others.
Learn the use of point of service registers and operate all points of service including a mobile food cart.
Understand and follow oral and written directions
Learn the use of a computer and assigned related software applications.
Learn the procedures, functions, and limitations of assigned duties.
Communicate effectively and maintain cooperative and effective working relationships.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor kitchen and cafeteria environment; storeroom, and refrigerated/freezer areas.

PHYSICAL REQUIREMENTS:
Physical condition necessary to maintain a rigorous work schedule; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies and serve food; lifting heavy objects up to 25 pounds.
NOTE: Many positions in the job class are part-time. Part-time positions are subject to an increase or decrease in hours according to district needs.

**DISTINGUISHING CHARACTERISTICS:**
Employees are classified as Food Service Site Leader or Senior Food Service Site Leader according to the following criteria:

Food Service Site Leader is assigned to type D elementary serving locations which serve an annual average up to 599 lunches daily.

Senior Food Service Site Leader is assigned to type B serving locations which prepare and serve an annual average of 600 or more lunches daily.

At type B serving locations, food is typically measured, assembled, heated and served.

At type D serving locations, food is typically served only. Type D serving locations do not have ovens and are not responsible for hot meal production.

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