

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Food Service Site Leader	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	015 OSS
<b>REVISED:</b>	January 18, 2005		

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### **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 direct 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**

Direct students and Food Service Workers and participate in proper food handling and cleaning methods. **E**

Set up and apportion food on cafeteria serving lines. **E**

Operate point of service register and count money; prepare daily receipts and deliver to the main office at assigned site for pick-up. **E**

Operate mechanical kitchen equipment including electric mixers and dishwashing machines. **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 and verify free and reduced lunch participants against records; prepare reports regarding meals and other items served and sold and pupil participation. **E**

Bag daily receipts and deliver to the site's main office for pickup. **E**

Order milk, supplies and teachers' lunches from preparation kitchens; check, store and prepare periodic inventory of supplies. **E**

Participate in monthly inventory preparation. **E**

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. **E**

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 AND ABILITIES:**

**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 direct the work of others.  
Learn the use of point of service registers.  
Understand and follow oral and written directions.  
Learn the procedures, functions, and limitations of assigned duties.  
Communicate effectively and maintain cooperative relationships.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor kitchen and cafeteria environment.

**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 serving locations which serve an annual average up to 599 lunches daily or to type C serving locations which serve an annual average of fewer than 300 lunches daily.

Senior Food Service Site Leader is assigned to type D serving locations which serve an annual average of 600 or more lunches daily, to type C locations which serve an annual average of 300 or more lunches daily, or to type B serving locations.

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

At type C serving locations, food is typically finished being combined, heated and served.

At type D serving locations, food is typically served only.